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Harvard College Library

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*Gratis.*

Hand Book of  
Library Organization  
Compiled by the  
Library Commissions of  
Minnesota, Iowa and Wisconsin  
April, 1902.

Edited by the  
Minnesota State Library Commission,  
Minneapolis, Minn.

## MINNESOTA STATE LIBRARY COMMISSION.

Office, 515 Masonic Temple, Minneapolis, Minn.

### Members—

MISS MARGARET J. EVANS, Northfield, Minn.  
MISS GRATIA A. COUNTRYMAN, Public Library, Minneapolis, Minn.  
PRES. CYRUS NORTHROP, University of Minnesota, Minneapolis, Minn.  
WARREN UPHAM, Secretary State Historical Society, St. Paul, Minn.  
JOHN W. OLSEN, State Superintendent of Public Instruction, St. Paul, Minn.

### Officers—

Miss Margaret J. Evans, *Chairman*.  
Miss Gratia A. Countryman, *Secretary*.  
Miss Clara F. Baldwin, *Librarian*.  
Miss Emily H. Corson, *Assistant Librarian*.

The Minnesota State Library Commission was created by act of legislature in April, 1899. Its purpose is to encourage the establishment of free libraries in the state of Minnesota and to make good books accessible to the most remote corners of the state, and also to give advice and instruction to any free public library upon any matter pertaining to the organization and administration of the library.

The Commission was organized September 8, 1899. It consists of five members, two of whom are appointed by the Governor and three are members ex-officio. The Commission at present has an office at 515 Masonic Temple, Minneapolis, but will have permanent quarters in the new Capitol Building when it is completed.

Since January, 1900, the Commission has had in operation a growing system of traveling libraries, which are loaned to rural communities and also to small villages and towns. The Commission also conducts a Summer School for Library Training at the University of Minnesota. The course of instruction includes the technical details of library work, as well as lectures on administration and library economy.

Any gifts of books suitable for traveling libraries, and also old and new numbers of magazines will be gladly accepted by the Commission. The magazines will be sent out for general circulation or will be saved for those libraries which are making sets of periodicals for reference.

The Commission is especially anxious to aid those towns which are endeavoring to establish free libraries and will welcome all opportunities to furnish information or render personal assistance as to details of organization and technical work. Any persons who are interested in the advancement of the library movement in Minnesota are cordially invited to correspond with the secretary or librarian and all inquiries will receive prompt attention.

Hand Book

OF

Library Organization

COMPILED BY THE

LIBRARY COMMISSIONS

OF

MINNESOTA, IOWA AND WISCONSIN.

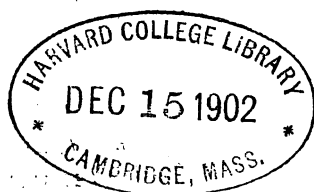
APRIL, 1902.

EDITED BY THE

MINNESOTA STATE LIBRARY COMMISSION,

MINNEAPOLIS, MINN.

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## INTRODUCTION.

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This handbook is addressed primarily to library trustees, and is not intended to give full directions for the technical work necessary in a public library. Its purpose is to give all the information which is necessary for the board of directors to have before the trained organizer or permanent librarian arrives, and to serve as a guide to the untrained librarian in the administration of a small library. Nothing is included which it is not important for every trustee to know, and the book attempts to give suggestions on the questions which arise in the organization and administration of a small library, but for further information about technical details, the librarian is referred to the admirable *Library primer*, by J. C. Dana, and *Hints to small libraries*, by Mary W. Plummer.

Grateful acknowledgement is here made to Mr. R. G. Thwaites, Mr. W. R. Eastman, and Miss Caroline H. Garland for permission to reprint articles published elsewhere.

This handbook is sent free by the Commissions of Minnesota, Iowa and Wisconsin to all librarians and directors in their respective states. Copies will be furnished to other Commissions or library associations at \$3.00 per 100.

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Note:—In capitalization the library practice has been followed, allowing capitals only for the first word of every title, or alternative title of books and periodicals, and for proper names occurring in the title.

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## ORGANIZATION.

### *Necessity for Free Libraries.*

If it is the duty of the state to give each future citizen an opportunity to learn to read, it is equally its duty to give each citizen an opportunity to use that power wisely for himself and the state. Wholesome literature can be furnished to all the readers in a community at a fraction of the cost necessary to teach them to read, and the power to read may then become a means to a life-long education. A library is an essential part of a broad system of education, and a community should think it as discreditable to be without a well-conducted free public library as to be without a good school.

The books that a boy reads for pleasure do more to determine his ideals and shape his character than the text-books he studies in the schools. Bad and indifferent literature is now so common that the boys will have some sort of reading. If they have a good public library they will read wholesome books and learn to admire Washington, Lincoln and other great men. Without a library many of them will gloat over the exploits of depraved men and women, and their earliest ambitions will be tainted.

Each town needs a library to furnish more practice in reading for the little folks in school; it needs it to give the boys and girls who have learned to read a taste for wholesome literature that informs and inspires; it needs it as a center for an intellectual and spiritual activity that shall leaven the whole community and make healthful and inspiring themes the burden of the common thought—substituting, by natural methods, clean conversation and literature for petty gossip, scandal and oral and printed teachings in vice.

Libraries are needed to furnish the incentive and the opportunity for wider study to the pupils of the schools; to teach them "The science and art of reading for a purpose," to give the boy and girl with hidden talent the chance to discover and develop it; to give to the mechanic and artisan a chance to know what their ambitious fellows are doing; to give to men and women, weary and worn from treading a narrow round, excursions in fresh and delightful fields; to give to clubs for study and amusement material for better work, and, last but not least, to give wholesome employment to all classes for those idle hours that wreck more lives than any other cause.

### **How to Arouse and Use Local Interest.**

The necessity of a library should be urged through the local press, upon the platform and by private appeals. Include in the canvass all citizens, irrespective of creed, business or politics, whether educated or illiterate. To ignore any class is to imply its indifference to education, and frequently to make its leaders hostile when they might be made enthusiastic friends. Enlist the support of the teachers, and, through them, of the children and parents. Literary societies, Chautauqua circles, and debating clubs should be earnest champions of the movement. The local newspapers will be found to be a powerful agency in enlisting and sustaining interest in the measure.

When the interest of the public is aroused, get a small meeting of influential workers, make a careful study of the law relating to libraries, and decide upon some definite plan of action. A free library, supported by taxation must be maintained by the common council. Usually the members of such bodies are very willing to follow public sentiment in founding public enterprises, but, like all other human beings, they are governed somewhat by their prejudices, and should be approached by people whom they respect, who have tact and good judgment. An enthusiastic but tactless hobby-rider may undo months of careful work. In most cities where libraries have been started the citizens have raised a fund or bought a collection of books and offered them to the public if the council would agree to found a permanent library. This is ordinarily the easiest way to secure one.

### **Board of Directors.**

There is a very general impression that directors of a library board should necessarily belong to some one of the learned professions whose members are presumed to be book lovers. The management of a public library involves the exercise of many kinds of intelligence and ability, besides those used in the judgment of books. Directors may quite as wisely be selected—a part of the number, at least—because of eminence in executive ability, in business sagacity, in unblemished integrity, in political power, as for mere literary knowledge. The library, in fulfilling its highest functions, will constantly be thrown into relations with the community which will bring each one of these, and other practical qualities into active use.

In addition to qualifications along some of the lines mentioned, the possession of that tolerant temper which allows a man or woman to work harmoniously and effectively as a member of a board, where individual opinions and desires must always be balanced and modified by the will and wisdom of the majority, is also a very necessary endowment for such a position.

Many library boards have women among their members. In a few boards the women are the most efficient members. The bane of many

boards are the respectable citizens who are reappointed from term to term, and constantly neglect their duties. A member of a library board who cannot, or will not, attend its meetings and give adequate time to its work should resign, or should not be reappointed when his term expires.

The president and secretary and the various standing committees should attend to their respective duties personally and not impose upon the librarian the task of making reports or keeping the minutes of meetings.

The members of the board should not expect any special privileges, such as the remission of fines, having books extended over time, taking periodicals or reference books home over night, or taking away new books before they are cataloged. No book should ever be taken without permission of the librarian. All these privileges work injustice to the regular patrons of the library, and the directors should not embarrass the librarian by asking for special favors. The directors should not have keys to the library and should not interfere with its internal management any more than a bank director would interfere with the working of the bank. The librarian should be regarded as the official representative of the board and should be treated as such.

#### **By-Laws Suggested for Boards of Directors of Small Public Libraries.**

##### **BY-LAWS OF THE BOARD OF TRUSTEES OF THE FREE LIBRARY OF .....**

1. **OFFICERS.**—The officers of the board shall be a President, Vice President and Secretary, who shall be elected annually from their own members.

The President shall perform the duties generally pertaining to that office.

The Vice President shall, in the absence or disability of the President, perform all the duties of the President.

The Secretary shall record all the official actions of the board and have custody of all its official books, records and accounts except those in current use by another officer.

2. **MEETINGS.**—The regular meetings of the board shall be on the (third Monday) of each month at .... p. m. at the library.

The annual meeting shall be on the .....

Special meetings shall be called by the President or by request of any two trustees for the transaction only of business stated in the call.

.... members of the board and ..... members of any standing committee shall constitute a quorum.

3. **COMMITTEES.**—At the annual meeting the President shall appoint standing committees as follows: A committee of three members on library, a committee of three members on finance and a committee of four members on rooms.

The committee on library shall supervise the selection, buying, exchange and binding of books and periodicals, and have general supervision of the administration of the library and reading room. Lists of books for purchase amounting to over \$25 shall be submitted to a full meeting of the board for approval.

The finance committee shall have charge of all library finances, examine and report upon all bills against the board, and make an annual investigation of and report upon the library fund in the hands of the City (or Village) Treasurer.

The committee on rooms shall have general charge of the heating, lighting and arrangement of the rooms, and the care of the fixtures and furniture.

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The committee on rooms shall have general charge of the heating, lighting and arrangement of the rooms, and the care of the fixtures and furniture.

4. **CLAIMS.**—All claims against the board must be presented at a meeting of the board and referred to the committee on finance for investigation and report. The President and the Secretary shall draw orders upon the City (or Village) Treasurer for the payment of bills which the board orders paid.

5. **LIBRARIAN.**—The Librarian shall have charge of the library and reading-room and be responsible for the care of the books and other library property; classify and arrange all books and publications and keep the same cataloged according to such plans as may be approved by the board; promptly report any delinquencies to the committee on library; keep exact account of all moneys received from fines and other sources and report the amounts to the board at its regular meetings in January, April, July and October and pay all balances to the Secretary at the designated meetings, and discharge such other duties as may be prescribed by the board, provided that in the performance of his duties he shall not incur debt or liability of any kind without express authority from the board.

**NOTES:**—When the Librarian's receipts from fines are light he may be allowed to retain them for some time and to pay very small bills, for postage, etc., from them. When settling with the Secretary he may pay the full amounts and be given an order for the amount of his expenditures. The Secretary should pay the balance to the City Treasurer before the time for the annual meeting and report.

When a library board receives considerable sums of money from subscription or other sources than public taxation, it may be advisable for it to elect a Treasurer from its own members. In such cases that officer should give adequate bonds.

For state laws regarding the organization of the board, see pages 3-4 of the cover.

### **The Business Side of a Library.**

The revenue of a public library is almost wholly obtained from taxation. The funds are deposited with the city or village treasurer, and are paid out upon the order of the library board. All bills should be marked O. K. by the librarian and by the finance committee of the board, before they are allowed by the entire board. (In Wisconsin the law provides that the board may elect a treasurer to care for all amounts received by the library except those derived from taxes. This treasurer should be placed under bonds and all orders against these funds should be drawn by the usual methods.) The bills which have been paid should be carefully filed away. If the library has no safe, they should be filed in the city safe. If the bills must be filed at the treasurer's office, it would be a great convenience to have duplicates of all bills, so that one set may remain at the library for reference. In either case, a record of the bills must be kept at the library. A simple way is to number each bill, and enter it numerically in a ruled blank book, giving date of bill, date of payment, firm, item purchased, amount. At the end of each year, these can be easily summarized under accounts giving the total spent for books, periodicals, supplies, binding, etc. A larger library will keep regular ledger accounts with different firms, and under headings, Books, Binding, etc.

The petty cash account of money received from fines, lost books, sale of catalogs, and of small disbursements should be carefully kept by the librarian in a cash book. A report should be made to the board once a month of these receipts and disbursements, and the surplus deposited with other library funds.

The board meetings should be held monthly, in order that bills may be audited and paid promptly. The book committee should recommend monthly purchases of books even if the number purchased is small. The librarian should send notices of the meetings to each member of the board, and should be present at the meetings, making a monthly report of all operations, such as circulation, cards issued, new books accessioned and cataloged. The librarian should also keep the time of any employés,—assistants or janitors, and prepare a payroll to place before the finance committee each month.

All library property should be well insured. Whether it shall be insured by the library board or by the City Treasurer will probably depend upon circumstances. If the library is placed in the City Hall, over which the library board can have no jurisdiction, and can place no safeguards, it would seem right that the City Treasurer should insure the library along with other contents of the building, and should pay the premium from other funds than the library funds. If the library is housed in its own building or rented quarters, then the premium should probably be taken from the library fund.

An inventory of the books should be made annually. It is most convenient to take it during the summer months when the circulation is lightest and the books are in their places. The operation can proceed without closing the library. First each book on the shelves is checked with the shelf-list, a memorandum being made of all missing volumes. This memorandum is then checked off with the charging cards, with the bindery record and withdrawal record, and the missing volumes accounted for as far as possible. The list of lacking volumes should not be reported as lost until the shelves have been gone over several times at intervals of a week or two.

### **Rules and Regulations.**

Rules should be as simple as possible and not designed to restrict liberty but to prevent encroachment and secure the greatest good to all. Rules should be printed on the book-pockets, but need not be printed on the borrower's cards. It is a good plan to have neat folders, the size of a card, printed with library hours and days, and giving suggestions regarding the resources of the library, and the use of the catalog.

The following rules are suggested as covering all important points. The two-book system and system of reserving books may not be practicable in a very small library, and all rules must be adapted to local conditions.

#### **Rules.**

**BORROWERS.**—Adults living in the city or village of ..... (Township, school district, or county limits are preferable) are entitled to draw books by filling out application blanks. Children under 16 must obtain the signature of parent or guardian.

**BORROWER'S CARD.**—Each person entitled to draw books from the library will be given a card, which must be presented whenever a book is taken, returned or renewed. If this card is lost, a new one will be given after seven days' notice or upon payment of five cents.

**SPECIAL PRIVILEGE CARD.**—A special privilege *non-fiction* card will be given to each borrower upon request. This card will entitle the holder to draw from the library any volume not classified as fiction.

**NUMBER OF VOLUMES.**—One book at a time may be drawn on a card. Two volumes of the same work are considered as one book.

**TIME KEPT.**—Books may be kept two weeks and once renewed for the same time. Books marked *Seven Day Book* may be kept for that time only and cannot be renewed or transferred.

**OVER-DUE BOOKS.**—A fine of one cent a day will be imposed for books kept over time.

**RESERVE BOOKS.**—Any book, other than a seven-day book, may be reserved upon the payment of one cent for cost of notice, which will be sent as soon as the book is returned to the library. A book will not be held longer than two library opening days, after which it will again be put into circulation.

**TEMPORARY RESIDENTS.**—A temporary resident may obtain a borrower's card by filling out an application blank and obtaining the signature of a resident free-holder, or by a temporary deposit equal to the value of the book.

**NON-RESIDENTS.**—Any one living outside the limits noted above may obtain a borrower's card by paying the sum of 25 cents a year, signing an application card and obtaining the signature of a resident free-holder.

### Hours and Days of Opening.

If the library has a sufficient income, it should be open for circulation every day in the week except holidays, for consecutive hours, if possible, as these are more easily remembered by the general public. If there are two or more assistants, their time can be arranged so that this will be possible. The hours of opening must be adapted to local conditions, choosing the hours when people are passing to and from their work, and those which will best accommodate all classes of people.

The children's room should not be open after seven o'clock, as the library should not afford an excuse for being away from home at night.

In small towns where daily opening is not possible, the library should be open at least two or three days in the week. Monday, Wednesday and Saturday afternoons and evenings are suggested as the most convenient days. The librarian should not be engaged solely for the hours of opening, as there are tasks, such as cataloging and the mechanical preparation of the books, which cannot be done during library hours. The board should decide upon the number of hours the librarian is to work, and should not require her to give extra time for the necessary mechanical and technical work. Time should also be allowed for mending the books, as a great deal of this work can be done to advantage in the library, and considerable loss is involved if it is slighted. The librarian should be free during library hours to attend the loan desk and assist readers.

In most towns the reading room should be open on Sundays and holidays in the afternoon and evening, as these days afford the only op-

portunities which many people have for using the library, which furnishes a legitimate place of recreation and inspiration for many who would otherwise have no resource. The librarian should not serve on these days. Extra help should be employed, or if this is impossible, volunteer service should be secured. The members of the board would find in such service an excellent opportunity to become acquainted with the library.

### **The Librarian.**

The usefulness of the library will depend upon its librarian, and the greatest care should be exercised in selecting that officer. She should not be chosen because she is somebody's aunt, because she is poor and deserving, because she is kindly, because she belongs to a certain church or literary society, nor even because she has a reputation as a reader of books. She should be engaged even before the general character of the library and plan of administration have been determined. She should have culture, executive ability, tact, sympathy for children and some knowledge of library methods. Save money in other ways but never by employing a forceless man or woman as librarian. Trained librarians are the best, but if you have but little money and must be content to employ some local applicant without experience insist that the appointee shall immediately make an intelligent study of library methods in some small library, in a summer school of library science or in a library school. She should become imbued with the "library spirit" and be keenly alive to the tremendous possibilities of her work. She should learn how to get help from other librarians, and from the vast store of library experience found in books, when she is puzzled by professional problems.

Few persons in a community have as great opportunities as the librarian. She may shape the reading, and so the thoughts, of hundreds of impressionable children. She should be a leader and a teacher, earnest, enthusiastic and intelligent. She should be able to win the confidence of children and wise to lead them by easy stages from good books to the best. Children and the best children's books should be her constant associates and friends. When a board of directors can secure such a librarian, they may wisely afford to employ her, even if her salary eats up a large proportion of the income. A librarian should be, in fact as well as in theory, the responsible head of the library, and should be consulted in all matters relating to its management. Directors should impose responsibility, grant freedom and exact results.

### **The Librarian's Position.**

The position of librarian is one of dignity and responsibility, and should carry with it a proportionate amount of freedom and consideration. The librarian should stand between the board and the public as the official representative of the board, and should in turn be able to represent to the board the needs of the public. The librarian should always

be present at board meetings, where she should be ready to report upon matters about which the directors may desire information, and to make suggestions and recommendations. After this is done the librarian should withdraw, in order that matters relating to her administration may be discussed if the board desires. The salary of the librarian in smaller towns should correspond to that of the grade teachers, and in larger towns to those of the school principals. The librarian should be granted at least three weeks' vacation each year, and if possible one month, and should have an occasional half-holiday in addition. She should not only be allowed the privilege of attending the meetings of the state association, but should be sent as a delegate with all expenses paid, and the time should be given her in addition to her regular vacation. The library should take copies of the *Library journal* and *Public libraries* for the librarian and board. The board will find that such courtesies which may seem like favors will bring large returns, in better service and increased usefulness. Anything which is an inspiration to the librarian is returned to the library ten-fold.

### Library Assistants.

The general qualifications of a library assistant are practically the same as those of the librarian. While the assistant may not have the same opportunities to exercise her executive ability, her duties require that she should have at least a high school education, and should be intelligent, enthusiastic, tactful and courteous. Above all, she should be willing to perform cheerfully any task which may be assigned her, and to work harmoniously with her associates for the good of the whole. It is by the assistants, who come in most direct contact with the public that the library is judged, and it is of utmost importance that they should be intelligent, courteous and agreeable in manner. The assistants should be appointed by the board, but should be recommended by the librarian, and the board which has a competent librarian should show their confidence in her, by accepting her recommendations without reference to outside pressure. When the assistant is appointed, she should be responsible to the librarian only, and any dealings with the board should be carried on through the librarian.

Many libraries have a system of civil service examinations for applicants. This is a great protection to boards and librarians who are besieged by poorly qualified applicants, who have influential friends. But applicants cannot always be given positions solely on the results of their examinations, as personal qualifications are of so much importance, and often those who can pass the best examinations have no fitness for library work. Those who pass the examination should be required to serve on trial for three or four months, before a permanent appointment is made. It is essential that there should be a reserve force to fall back on in case of emergency, or vacancy, and there should be an understudy for every position. This is perhaps best accomplished by the apprentice system.

Volunteer help is only valuable when it is regular. When the library is first opened, and many are coming simply to visit the library, the club women of the town can render great assistance by acting as hostesses, coming for certain hours each afternoon. The children's room has sometimes been maintained with much success by volunteer service, but it is absolutely necessary that one person should come for a consecutive period of time, as there will be unavoidable confusion if different ones are in charge from day to day.

### **The Apprentice System.**

Many libraries lose opportunities for useful work because they have not a sufficient number of assistants, and their librarians are burdened with petty details of work. A class of apprentices not only relieves the librarian of much routine work, but also furnishes a reserve force for emergencies, to supply vacancies and to fill new positions. In justice to the library profession, the standard should be made high. Apprentices should be graduates of high schools, and in most cases have farther education. Untrained librarians should not undertake to conduct an apprentice class, as they can not give adequate return for the work demanded from the apprentices.

Something definite should be given in return for apprentice time. A simple course of study with regular daily hours for work and for instruction should be planned. A set of rules should be made, including the time of probation and terms, the hours to be given in return for instruction, the purchase of supplies for practice work, and the amount of compensation if extra work is required.

Apprentice work gives the best preparation for library school or summer school, and the apprentice, besides gaining some knowledge of library methods, has an opportunity to make trial of her fitness for library work.

### **Volunteer Service.**

If possible, there should be a paid librarian, who feels the responsibility of the position. In some cases, however, it is out of the question to employ a librarian at the start, and the library must depend upon volunteer service. When this is necessary, each assistant should serve for a month or a week at a time, and then turn her work over to her successor in good condition. This is preferable to having different people day by day, a plan which causes confusion. Each assistant should also have a regular substitute to take her work when it is necessary. When there are a number of assistants who are giving their services, it is a good plan to have each one learn one technical process, such as classification, accessioning, or shelf-listing, and be responsible for this throughout. The work will then be more uniform, and the results will be more satisfactory.

## HOUSING THE BOOKS.

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### **The Library: Its Location and Interior Arrangement.**

In housing the books, the chief thought to be kept constantly in mind is the practical service that is to be rendered to the community by means of this selection of books maintained at public expense. The library should be the intellectual center of the town, and hence should be located in a convenient and accessible place. If a town is erecting a building exclusively for library use, it would seem in most cases better not to locate it immediately on the public square, but very near thereto; because while it would practically be as accessible as if on the square, it would be more quiet and free from dust. The most attractive lot in town is none too good for the library, when we consider that the people of all ranks and conditions, young and old, will frequent it habitually and for years to come.

The library should be made attractive in every way because it in reality holds in trust the genuine and lasting pleasures of life which are chiefly those of the mind and are gained largely through books. The vices of life assume the guise of attraction in order to entice the youth. Why should not the genuine pleasures of life be presented with such attraction as to neutralize these influences which offer the artificial allurements? The library and reading room with brightness, good cheer, warmth and welcome ought to stand as the most attractive spot outside the homes in every village, town and city.

If a town is fortunate enough to erect a library building, a library architect who has given special study to the subject should be employed, and the librarian and library board should carefully outline their general needs, including the rooms and conveniences necessary for the best administration of the library. Confer with the State Library Commission regarding this, or consult some librarian of established reputation who has given thought to the intricate questions of library architecture.

In towns where there is no library building the question of interior arrangement of the room is of even more importance than when a library occupies its own building and must be met, no matter how small the beginning. If the beginning is made in one plain room, possibly a vacant store-room, there is no reason why it should not be made attractive and inviting.

The decoration of the room should be harmonious and tasteful. Do not disfigure the walls with unnecessary signs. Signs demanding order and quiet should not be necessary. The only signs which are permissible are those giving information, and these should be as unobtrusive as possible. If they are framed in a very simple wood frame, they can be kept clean and in position.

The pictures on the library walls should be chosen with great care. The library stands for the enrichment of its community, and pictures are to many a more potent influence than books. Do not crowd the walls. Give each picture space enough to dignify it. Not only get good pictures but good copies of the picture, and then give them good plain frames. The kind and number of pictures and the manner in which they are hung gives or takes from the character of the room. The Chicago Art Education Co., 1223 Masonic Temple, Chicago, is a very good place to go for suggestions.

Some good pictures are:

- Watts—Sir Galahad. (Children's room.)
- King Arthur (from bronze in Innsbruck.) (Children's room.)
- Van Dyke—William II., prince of Nassau.
- Raphael—Sistine Madonna.
- Bonheur—Ploughing at Nivernais, or any of the animal pictures.
- Corot—Landscape.
- Luca Della Robbia—Singing boys. (Children's room.)
- Murillo—St. Anthony of Padua.
- Abraham Lincoln, from a photograph taken about 1860 by Hessler, of Chicago, owned and sold by George B. Ayres, of Philadelphia.

The illustrations from the Walter Crane and the Boutet de Monvel picture books make very attractive friezes for the children's room.

Wall shelving is greatly preferable to stacks in a small library, and the shelving should not be too high for the average person to comfortably reach the top shelf from the floor. The exact dimensions of shelving are given in the article on furniture and fittings.

As the library grows beyond the capacity of the wall shelves, stacks or double-faced cases, like the wall shelves can be introduced, standing about five feet apart and at right angles to a wall which has windows that will give light between the stacks. This arrangement of shelving is made on the assumption that the people shall have free access to the books. The best judgment of those who have given this subject the greatest thought and have tested it by actual experience is that it is most satisfactory both to librarian and public. The following extract from a paper by Mr. W. H. Brett of Cleveland (Ohio) Public Library at the conference of the A. L. A. at Atlanta, Ga., in 1899, gives the point of view of one who has tested the question thoroughly. He says: "I am inclined to take the position that no argument for open shelves is necessary—that the burden of proof rests with those who would restrict. We have in the public library the people's books, paid for by their money, and deposited in libraries for their use. This use should not be restricted in any way which is not clearly necessary to guard the people's interests. It is not, therefore, for the free library to defend its position; it is rather for the library which bars out the people from the books to defend itself—to give a reason for every hampering regulation which it enforces, every restriction which it imposes, every barrier it places between the

people and their own books." There must, of course, be reasonable safeguards against the books being carried away through carelessness or otherwise, and the librarian's desk should be so situated that she has complete oversight of the room, probably near the entrance, so that her desk must be passed on entering and leaving the room.

Reading tables can be located at convenient places in the room; and one corner, with a low book case and low tables, should be set aside for the use of children, in the small library where an entire room can not be placed at their disposal. A case for books of reference with a convenient, well-lighted, study table near should be provided for the student.

The room should have an abundance of natural light, and windows which extend almost to the ceiling, give a high light which is especially desirable. The artificial light also should be abundant, and the location of the fixtures for either gas (with Welsbach burners) or electric light should be carefully supervised by the librarian, so that every study and reading table and all book cases shall be provided with good light. This is of great importance, as in the winter season, when most reading and study are done, the evening use of the library is the greatest.

The heating and ventilation should receive consideration, and if the city has a steam or hot water heating plant, the library should certainly receive the benefit of this. If there is no system of ventilation in the building, the windows should be so adjusted as to lower from the top, as a close atmosphere is neither conducive to study nor to the pleasure of an hour's reading.

The approach to a room or building is, of course, made as attractive as possible, and a sign outside the entrance should clearly state that it is a free public library, and give library hours and days. An illuminated sign which would attract from the street of evenings is also desirable. White enamel letters on the window can clearly be seen from the street at night. If the library is on the second floor, it is very important that there should be signs at the street door.

One much neglected feature in a library where funds are limited is the proper cleaning and care of the room and books. This is left largely to the librarian in the small library, and it is impossible for her to do it herself or to have it done without funds. It has proven to be a good method to put the small fund realized from fines, or such part of it as is necessary, at the disposal of the librarian for this purpose. No room can be made attractive unless it is clean, and the joy in handling a book may be changed to dismay when the grime and dust from the book and shelf are transferred to the hands. From a sanitary standpoint also, absolute cleanliness is essential. A janitor is a necessary part of the library force, when funds permit, whose duty it is to keep the books dusted as well as the floor clean; but if a janitor is not employed, some one can be secured to come for an hour each library day for these important duties.

Instead of an annual house-cleaning, it is better to have this work done from day to day. One section could be cleaned each morning.

The books should be slapped together under the cleaning-frame, as described in the article on library furniture, and then wiped off with a cloth, and the shelves and tops of cases should be washed. The floors should be scrubbed and cleaned thoroughly at least once a week, if the library is open every day. In sweeping use a soft brush which will not raise the dust, and never use a feather duster.

The fires should be ready when the librarian comes, so that she will not endanger her health by having to sit for an hour or two in a cold room. The librarian should have a closet which can be locked, to be used for a wardrobe and for supplies. Toilet conveniences should also be provided for her, and a wash bowl to which the children can be sent to wash their hands is a very great convenience.

All these homely matters which enter into the daily work of the library should be attended to as systematically and thoroughly as possible, so that there will be no friction where the real work of the library, the bringing of the person and the book together, is concerned. To accomplish this promptly and in a helpful spirit is the ambition of every earnest librarian.

### **Library Buildings.**

By W. R. EASTMAN, New York State Library.

A building is not the first requisite of a public library. A good collection of books with a capable librarian will be of great service in a hired room or in one corner of a store. First the librarian, then the books, and after that the building.

But when the building is occupied the value of the library is doubled. The item of rent is dropped. The library is no longer dependent on the favor of some other institution and is not cramped by the effort to include two or three departments in a single room. It will not only give far better service to the community, but will command their respect, interest and support to a greater degree than before.

The rapid growth of a public library requires liberal provision for the future. The number of volumes and the annual increase for not less than 20 years should be carefully estimated and room provided.

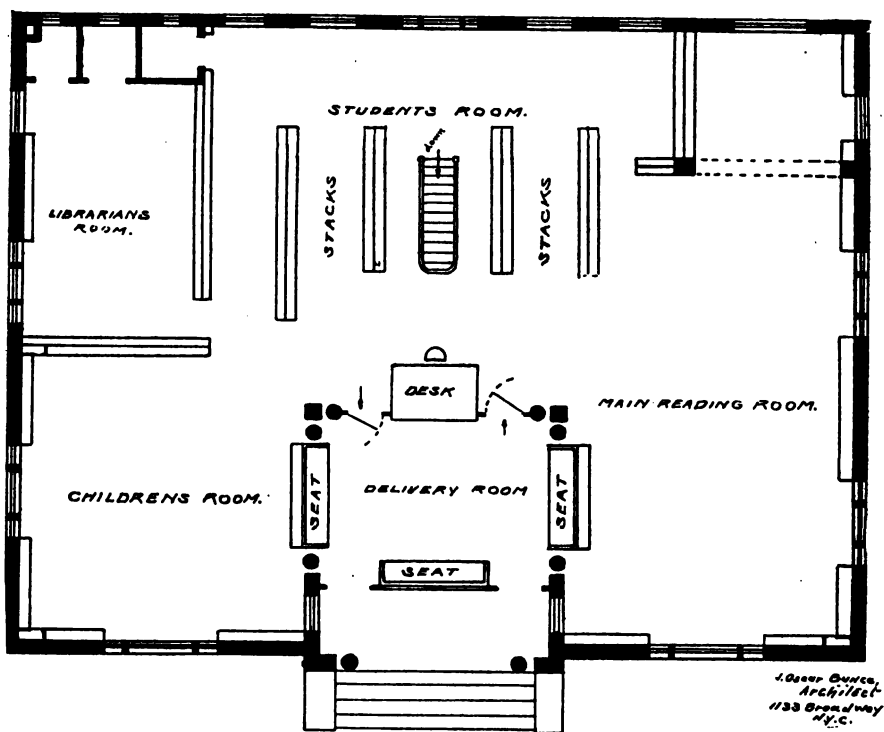
In general, the library building should have in front, two ample reading rooms with a wide passage between. If stairs are needed, they can be arranged in a porch projecting somewhat to the front.

The central passage should end in a book room wide enough to overlap both reading rooms and having direct access to each. A delivery desk may be at the end of the central passage with a narrow gate on each side of it, one for entrance, the other for exit, if public access to shelves is to be allowed as in most cases.

The size of the book room will depend on the estimated number of books. If the walls are insufficient for the needed shelves, a few double-faced bookcases may be placed on the floor five feet apart, ranging from front to rear. An open space behind these cases, with small tables set

between the rear windows, will give a convenient place for study or work. A librarian's room, closets or an extension of the reading room may fill out the spaces on each side of the book room so that the exterior side lines of the building shall continue to the rear line without break and thus secure the utmost economy of construction. The ceiling of the book room should be high enough (at least 14 feet) to give room for two stories of bookcases when needed. It is desirable also to have the use of a dry basement under the book room with direct stairway between to hold the overflow of books not in much demand. This will be a great relief from overcrowding, and with the available space above the main floor will give the practical advantages of a stack of three stories.

*Suggested plan for small library building.*



*MAIN FLOOR PLAN.*

Shelves should be placed on all available walls in the reading rooms. Instead of placing partitions between the rooms, the entire floor may be in one room divided into departments by double-faced bookcases, varying from four to eight feet in height, according as it is desired to re-

tain or to cut off the view, for the sake of appearance or supervision. This will give a great advantage of light with possibly some slight liability to disturbance.

Bookcases so placed can be moved as experience may indicate to meet varying conditions. The library so arranged will give the impression of one compact and harmonious whole and can be readily administered by the least number of persons.

The following articles should be carefully studied by committees considering the question of library buildings:

Soule. Library rooms and buildings. (A. L. A. Library tract, No. 4.) A. L. A. Publishing Board, 10½ Beacon St., Boston. 5c.

Soule. Modern library buildings. (In Architectural review, January, 1902. Bates and Guild, Boston. \$2.00.)

Bolton. Planning of small libraries. (In Brickbuilder, August, 1901. Rogers and Mason, Boston. 50c.)

Public libraries. December, 1901.

This is a special library number and contains many excellent articles.

Eastman. Library buildings. (In Amer. Library Association. Papers and proceedings. 1901.)

Committees are urged to consult the Commission about building plans. They will be glad to loan plans, and to give advice as to practical details.

### Library Furniture and Fittings.

**Floors.** An oiled hardwood floor is desirable. No covering should be used unless funds will allow corticine. Matting and ordinary carpeting are objectionable because they accumulate and scatter the dust. Sanitary floor covering should be washable. The best floor covering within the means of the average library is cork carpet, or corticine. It is especially desirable in the hall, children's room and general reading room. It costs from 90c—\$1.10 per square yard, and may be bought at any large dry goods or carpet house.

**Walls.** Walls should be tinted in soft colors, using buff, green or terra cotta tints. Walls behind book shelves should be painted, if shelves are not backed, and backing seems an unnecessary expense in a small library. Moulding may be provided in all but stack room. Cornice mouldings may be used in low rooms. A frieze of corticine or bur-lap may be run above the low cases in the children's room, providing a back-ground for pictures and exhibits.

**Lighting.** (a) *General.* Chandeliers do not give good reading light. Ceiling lights and wall brackets may be used for general lighting, but are not to be depended upon for reading. The loan desk should be well lighted, and a low chandelier or a table light may be used for this purpose. The entrance to the library should be well lighted

(b) *Between cases.* Electric light fixtures projecting over the top of the case, or a row of lights between cases, operated by a switch at the end of each case or alcove, are most convenient for the book room. It is more economical not to provide a switch for the whole stack, as lights should be turned on for cases as needed. For economy a single electric light bulb on a long wire may be carried along the case and hooked above any section.

(c) *For wall cases.* For all wall cases (reading room, children's room, reference room) provide projecting electric light with transparent green half (upper) shades acting as reflectors.

(d) *For reading tables.* Table lights with green transparent shades should be provided for reading room.

**Shelving.** Shelving around the room is all that is necessary in the small library. As the library outgrows this wall shelving, double-faced floor cases may be built, making a series of alcoves, which may be furnished with tables and chairs. At least five feet should be allowed between such cases. The floor cases are objectionable in the small library, because they cut off light and ventilation, and make it difficult for one person to have the oversight of the room. The large library only, will need to consider patent shelving and stacks, and information in regard to this should be obtained from the Commission.

The wall shelving should be built according to standard measurements, providing for the general circulating library, for reference books of larger size, and low shelves for the children.

Shelving for the general circulating library need not be made movable. It is very important that it should be made to allow 10 inches clear between shelves, providing for all but quarto and folio books. Very few books in the average library are over 10 inches high, and the few may be shelved in the one case built with movable shelves to provide for over-size books.

The wall shelving may be 7 feet 2 inches high (base 6 inches, shelves 6 inches, cornice 4 inches, 7 spaces 70 inches), 8 inches deep, each section from 30 to 36 inches long (a longer shelf will sag), and 10 inches clear allowed between shelves. Shelves of 1-inch lumber finished to  $\frac{3}{4}$  of an inch. Uprights of  $1\frac{1}{2}$  or 2-inch lumber. Shelves should be finished square on the edges. Upright, base and cornice should be finished flush with shelves. Have no corners into which books may slip and no projection on which they may catch in being taken from the shelf. This shelving is less expensive if not backed. Walls back of the shelving should be painted a color to match the wood, or a little darker.

It is necessary to have a few sections of movable shelving in every library, to provide for books varying in size and over 10 inches high. This movable shelving should have the same dimensions as the fixed shelving noted above. It differs only in the shelf support. The most satisfactory support is the metal pin. These pins are fitted into two rows of holes bored in the uprights about 2 inches from the ends and 1 inch apart. A slot is cut to fit over the pin, making a smooth surface on the

under side of the shelf. No device should be used that will break the smooth surface of the upright. Notches, cross bars, iron hooks, and ornamental brackets are to be avoided.

It is well to build one case with a fixed ledge 36 inches from the floor, the shelves beneath the ledge being deeper than those above, and providing for large books, like atlases, which are better shelved on the side. The shelves in this case should not be over 30 inches long, for reference books are heavier than others. Uprights and shelves 1½ inches and 1 inch thick as before. Depth of case above ledge 9 inches, at ledge 18 inches, below ledge 12 inches. Ledge is of 1½-inch lumber. Case is 7 feet 2 inches high as before (base 6 inches, space to ledge 30 inches, ledge 1½ inches, space to cornice 44½ inches, cornice 4 inches).

The case for children's books should be lower than others, 6 feet 3 inches is a good height (base 6 inches, shelves 5 inches, space 60 inches, cornice 4 inches). If it is not decided which side of the room shall be permanently used for this purpose, the case may be built the same as others for circulating books, and the two top shelves covered with burlap, corticine, or some other material, making a frieze for pictures above the books.

*Estimating Shelving Capacity.* To determine the shelving capacity of book cases, figure on eight books to the running foot. A section 7 shelves high and 3 feet long will hold 168 volumes. This allows for reference books and large books. Fiction will average 10 books to the running foot. It must be remembered that books can never be packed on the shelves in solid rows. It is wise to plan for at least one-third of each shelf remaining vacant in order to avoid constant shifting of books as additions are made.

*Tables.* Avoid long tables. Provide numerous small tables seating six people. These are more easily moved, readers are more comfortable, and order more easily kept. The aisle between tables should be at least 5 feet wide. Allow at least 30 inches seating space for each grown person. Tables for adults may be from 5½ to 6 feet long, 3 feet wide and from 30 to 31 inches high, seating six persons. It is best to provide some of each height. Do not buy tables with drawers for the general reading room, the drawers will be used for waste baskets. Provide one round table (4 feet in diameter). Sloping top tables and reading desks are not as much in favor as flat top tables. Avoid foot rails and solid ends on all tables. They become marred very quickly. Deep side pieces are undesirable.

*For Children's Room.* Three sizes of tables should be provided for the children's room. They may all be from 5½ to 6 feet long and 3 feet wide, differing in height, being 22 inches, 26 inches, and 28 inches high.

*Chairs.* It is necessary to have strong light weight chairs which will be easily kept clean. Bent wood chairs are good for library use. Arm chairs are a nuisance at reading tables, but a few should be provided for readers not at the tables. The addition of one or two rocking chairs will bring comfort to some readers. Unless there is cork carpet,

all chairs must be provided with rubber tips. Avoid cup shaped tips fitting over the leg like a cap, and the style which is inserted in a hole bored in the chair leg. The rubber companies furnish at reasonable prices tips which are screwed into the leg.

Reading room chairs may be fitted with hat and coat racks made of strong copper wire, the hat rack underneath and the coat rack at the back as on theater chairs.

**For Children's Room.** Chairs for children's room should be in three sizes to suit the height of the tables, the seats 14 inches, 16 inches and 17 inches high.

On all library furniture avoid decorations which will catch the dust.

**Card Catalog Case.** A tray case is better than a double drawer case. The tray must be carefully made to fit the standard size catalog card used in the library. It is not wise to have this case made by the local carpenter, as it requires fine cabinet work, and if properly made, will cost as much as one bought from a library supply house, made with the best library patents. These trays are supplied in small cases of 2, 4 and 6 drawers each, ranging in price from \$5 to \$12 without cards. Each tray will hold 1,000 catalog cards of the stock commonly used by small libraries, and the necessary alphabetical guide cards. In estimating the cards and the space needed for the small library, count an average of three cards to a volume. It is sometimes economy to buy "outfits" consisting of case, catalog cards, and bristol guide cards. Open trays should not be used. The expense of making catalog cards is so great that they should be well protected.

If the funds will not allow a patent case at the outset, put the cards in temporary trays made to fit them and furnished with a movable back block, giving proper slant and holding cards at any point in the trays, or with partitions two or three inches apart. This tray may afterwards be used for filing readers' application blanks.

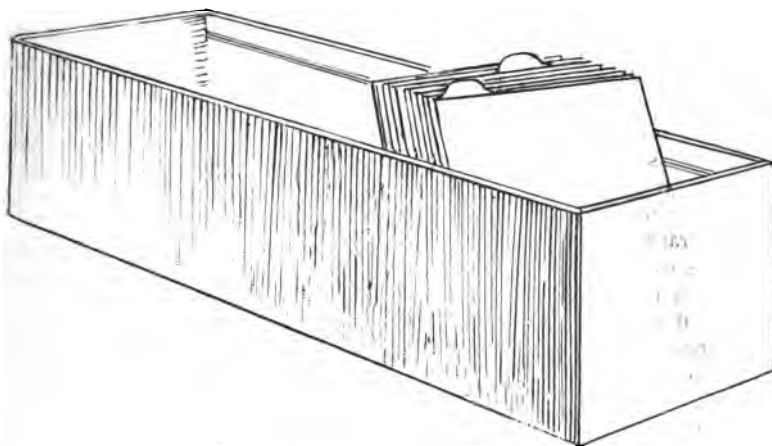
The catalog case may stand on the librarian's desk, on a small table, or on a base built for the purpose, with cupboards or shelves for large books underneath.

Every card catalog should have a guide to its use. The average person does not know the meaning of "call numbers" and is ignorant of the use of a card catalog. A poster on "How to use the catalog" should always accompany it, simple directions being made and pasted to a standard on top of the case or hung near it.

**Periodical Case for Current Periodicals.** Pigeon hole cases may be built into the wall, provision being made in undershelves for larger size magazines. These cases should be about 4 inches wide, 8 inches deep, and 10 inches long, and made of ¾-inch stuff with a semi-circle cut out of the front edge. Sloping racks may be placed out in the room, if preferred to the wall cases.

**Loan Desk.** In small libraries a flat topped office desk will serve. The drawers should be deep enough to hold borrowers' cards, and should be fitted with trays for this purpose, for filing application blanks and

other library forms. If built to order this may be a flat topped open desk octagonal in form and about 42 inches high, and not over 24 inches wide. The inside should be fitted up with shelves for books returned, drawers of standard size to hold reader's cards, application blanks, etc., cupboards for loan desk supplies, and a cash drawer. High revolving bent wood chairs should be provided for attendants. Charging cases should be made to match the finish of the loan desk. This must be the best lighted place in the room.



CHARGING TRAY.

Avoid wire netting or glass partition over loan desk, and do not attempt to use the outside for catalog trays, as people crowding to the desk would obstruct the use of the catalog. A railing may extend from the loan desk to wall on either side, to cut off access to the shelves when desired.

**Book Truck.** A luxury not to be found in very small libraries, but well worth its cost in the saving of time and strength. The truck will be useful for carrying returned books to the shelves, and for the use of the cataloger working on new books. This truck should be rubber tired. Prices and illustrations will be found in supply catalogs listed in this handbook.

**Newspaper Rack.** If many newspapers come to the reading room, provide holders, and racks or hooks fastened into the wall on which the holders may be hung.

**Screens and Bulletin Boards.** A folding cloth-covered framed bulletin board is useful for new book lists, literary notes, programs, etc., in the entrance hall. Brown corticine with a frame may be fitted over the radiator or in any vacant wall space in the reading room. A standard bulletin 5 feet high and 4 feet wide (a screen frame covered with colored burlap) is convenient for exhibits and posters. It will also serve to screen the work table.

A four-leaved screen about 6 feet high, covered with red or green burlap will serve for a partition and for larger displays. Burlap may be fitted into any convenient wall space where it will make a good background for pictures. Lists may be pinned to it without injuring the walls.

All bulletin boards, fitted into wall spaces or hung without frames, should be made with soft wood backs covered with brown corticine, billiard cloth, dark green or red burlap.

**Photograph Case.** A good collection of photographs or prints mounted on bristol cards of uniform size is essential in the modern library. These may be kept in file cases or in drawers built for the purpose.

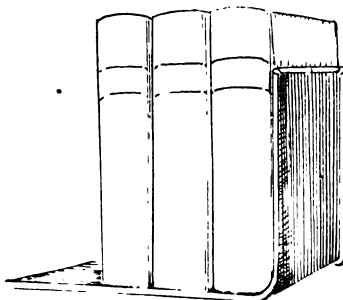
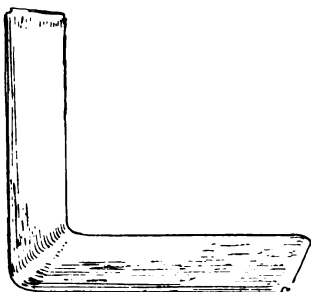
**Roller Shelves.** Provide roller shelves for heavy books in lower part of reference case. These shelves are made like the others with the addition of four short, or two full length, wooden rollers set in a little above the surface, so that books will rest on the roller instead of on the flat space.

**Dictionary and Atlas Shelves.** Do not use patent stands, but provide sloping shelves against walls. Have sloping shelf or table for atlases. Roller shelves in reference case will be suited to other books.

**Cleaning Frame.** A frame on rollers fitted with sheet iron water tray 3 feet from floor and square muslin hood with one opening, extending 3 feet above this. Books are slapped together under this cover and dust is caught on damp muslin sides and in water in tray.

**Sloping Cases.** Sloping cases are useful for displaying new books and selections of good books and for receiving books returned to the librarian's desk.

**Book Supports.** Book supports provided for every shelf will not only add to the appearance of the library by keeping books upright, but will save binder's bills, as books will last longer if kept straight on the shelves. A home-made support (costing from 3c to 4c each) of tin about 4 inches high, with a 4-inch flange, should have the edges rolled over a strong copper wire. The support must be too strong to be bent by the weight of books and should have no sharp corners which will injure books or scratch shelves. Excellent japanned tin supports are furnished by the Library Bureau for 10c each or \$7.50 a hundred.



**Shelf Label Holders.** Shelves should be plainly labeled with names of classes that readers may easily find the subject desired without consulting the catalog. Books are moved from shelf to shelf, as the library grows. The labels must, therefore, be put into holders which may be moved along the edge of the shelf. This tin holder may be made locally (send to Commission for sample), or bought of library supply houses for about 10c each. In ordering it will be necessary to specify width of shelf.



**Work Room or Corner.** The work room, or work corner screened from sight, should be furnished with shelving for books to be repaired or rebound, with cupboards for library supplies, and with a work table neatly covered with oilcloth.

**Wardrobe.** In providing library furniture, the wardrobe for the use of the librarian, and coat hooks for the use of the public, should not be forgotten, as articles of clothing about the room are both unsightly and unsafe. A coat room for the public use should have an attendant, if it is not directly under the eye of the librarian or the assistants. Small boys will be tempted to remove coats and hats found unprotected.

## THE BOOKS.

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### Selection of Books.

If a public library, supported by tax, is to receive and merit public support, it must have books that give pleasure. If it is to hold the esteem of the community, and so win continued support, the books must be wholesome and their reading must give sane views of life, good inspirations and reliable information. Each new library must build up its own patronage by giving untrained readers the best of the most popular books, and then leading them gradually from good books to better. The reading habit must precede the habit of studying, and the librarian in a small town should be well satisfied if, in the first two years of the work, she can get the masses to come to her library habitually to get books to read for pleasure, and if she has a few students. A few books for reference and a few more books for students should then be added and more care taken to develop students from readers.

A *Suggestive list of books for a public library* is issued by the Commissions of Iowa, Minnesota and Wisconsin. This list is the contribution of the Wisconsin Free Library Commission to the co-operative work of the three states, and includes about 1,200 titles. About 500 of the books most desirable for first purchase have been designated by asterisks. The Commission also publishes frequent buying lists of new books, which are compiled with great care, after examination of the books. These lists are sent by the three Commissions to librarians and book committees.

The publication of these frequent buying lists should encourage the small libraries to make frequent small purchases instead of buying in large lots once or twice a year. Frequent additions of new books will keep the public interest in the library alive, the library can furnish the new and popular books while the interest in them is still fresh, and there is greater economy of time in cataloging and preparing them for circulation. The question of the number of duplicate copies of a popular book which the small library can afford to buy is often very puzzling, as it is out of the question to fully supply the demand. The system of renting collections described in another chapter is one solution, and the librarian may sometimes divert the rush for the latest book by attractive posters advertising other new books, or setting forth the treasures of the library in some special line.

**Children's Books.** The work of a public library is measured largely by its usefulness to the children of the community. Fortunately there are so many books for them that are both wholesome and intensely interesting that a small library need have no third-rate volumes on its shelves. The libraries which have a good supply of the books for the young by such writers as James Baldwin, Howard Pyle, Kate Douglas

Wiggin, Edward Eggleston, Sara Orne Jewett, and the best of the books by others like Louisa M. Alcott and Charles Carleton Coffin, need take no books by Alger, Optic, Henty, Ellis, J. T. Trowbridge, Castlemon nor any of such series as the "Elsie," "Pansy" and "Prudy" books. It is better to choose only the best and have plenty of duplicates. Boys love and need stories of adventure, but when we have good biographies of Washington, Lincoln, Paul Jones, Livingstone, and stirring narratives like those of *Treasure Island* and *Men of iron*, it is not necessary to place indifferent books in the very small library, and in the larger ones even the best of such writers as Stoddard and Munroe may be used sparingly. An occasional book of an author who depends largely upon very exciting incidents to maintain interest may do no harm, may even serve a useful purpose, but a liberal course of such reading is detrimental.

**Editions.** A very small library should have a somewhat large proportion of books by the older authors, commonly called "standard." As there are many editions of the best of such works, and as most of the cheap editions are very poor, book committees should be very careful in selecting the editions as well as in selecting the titles. To order simply *Arabian nights* in a cheap edition may bring a copy that is so poorly made as to be almost valueless, or a full translation that is thoroughly objectionable.

In making the *Suggestive list* an effort has been made to select the most satisfactory of the inexpensive editions of the standard authors. In the case of libraries having more means it will sometimes be found better to buy more expensive editions. In buying the copyrighted books of the list there is usually no choice. In buying books in science, political and social economy, and the useful arts, book committees should buy recent books and the latest editions of standard works.

**Ordering.** Special care should be taken in ordering and buying the first purchases.

A number of copies of the list of books selected should be made. These lists should give for each book the name of the author, the title, the publisher, and the price, in the form in which they are given in the *Suggestive list* alphabetically arranged. Sufficient space should be left on both margins so that the dealer will have room to check and enter prices.

In writing orders do not crowd lines and leave space on both margins. The following is a model order in the form which we suggest:

Smith & Smith,  
161 Front St.,

Gentlemen:

Please send to the Public Library at ———, ———, the following books, shipping by ———— railway:

Alcott. Little women .....	Little	\$1.50
Carlyle. Heroes and hero worship.....	McClurg	1.00

Churchill. Richard Carvel .....	Macmillan	1.50
Irving. Life of Washington, 5 vols., Hudson ed.....	Putnam	3.75
Vaile. Sue Orcutt .....	Wilde	1.50
Westcott. David Harum .....	Appleton	1.50

Yours very truly,

(Miss) GRACE R. WHEAT, Librarian.

**Buying from Agents.** New libraries are constantly importuned by book agents and publishers to buy expensive sets of books. The experience of most small libraries proves that very few sets of large volumes are much used. Those that are necessary can ordinarily be purchased from the dealers at a considerable discount from the price made by the book agents. Many libraries have a rule prohibiting purchases from book agents. No books should be bought from them until correspondence with reputable dealers and the Commission has proved that the books are worthy and that lower prices can not be obtained. Agents may deserve pecuniary assistance, but public officials should give charity from their private purses and not from the public treasury.

**Purchase of Sets.** As to the works of standard authors, it is not necessary to buy complete sets. An incomplete set may be completed as opportunity arises or occasion requires. A very small library will need only a few of the best works of each author. When there is a choice of bindings plain and substantial ones should be selected. Good cloth bindings will last for years, and when worn the books may be rebound in half-leather for less than the difference in price at the book stores between the cloth bound copy and the leather bound copy.

When books fall into pieces sooner than they should on account of poor sewing, too heavy paper or on account of any defect of paper or binding, send a temperate, lucid statement of the fact and the causes to the publishers or to the Commission.

### Addresses of Book Houses.

A. C. McClurg & Co., Chicago, Ill.  
 Des Forges & Co., Milwaukee, Wis.  
 St. Paul Book and Stationery Co., St. Paul, Minn.  
 N. McCarthy, Minneapolis, Minn.  
 The Baker & Taylor Co., New York, N. Y.

### Standard for Library Books.

The library should maintain a high standard for its books, physically, mentally and morally. It is not always wise to ask for donations in starting a library, because so much useless material will be received, and it is difficult to refuse it without offending the donors. The book committee should pass upon all books received, and useless books should be

rejected. The expense of handling and shelving is too great to allow poor books, cheap books, out-of-date books to take up shelf room. No denominational or controversial books should be admitted. If this rule is established in the beginning, the committee will avoid charge of personal prejudice.

The books should always be kept in good order by mending and binding. Soiled or torn books should never be returned to the shelves. It is demoralizing to put such books in the hands of patrons. They cannot be expected to keep new books clean and handle them carefully, if soiled and torn books are constantly being given to them. Soiled books and those which are torn beyond mending should be withdrawn. Some libraries send these to hospitals and other charitable institutions. It is better, however, to destroy them, as there should be plenty of clean, fresh books for these places.

If the library is to have a healthy growth, weeding should be done constantly, and all books which have outlived their usefulness for one cause or another should be withdrawn.

### Reference Books.

The circulating department must of course be the first to be considered in starting a small library, but as the library grows, it will come to be recognized as the intellectual center of the town, and demands will be made upon it for information upon all sorts of topics. Reference books are expensive, and this department should be built up with the utmost care. There are excellent lists of reference books in the *Library primer*, by J. C. Dana, and also in *Hints to small libraries*, by Mary W. Plummer, and the Commissions will be glad to furnish longer lists than the one given in the *Suggestive list of books for a small library*. The librarian should study her reference books carefully, ascertain their scope and purpose, in order that she may be able to assist her students, and especially young people in using these tools. The use of indexes and the resources of the reference collection should be taught systematically to clubs and schools. Teachers should be invited to come with their classes to make a study of them. A little systematic work in this direction will save much time in the end.

### Books in Foreign Languages.

Many communities have a considerable proportion of people who read a foreign language, German, Swedish, Norwegian or Polish, more readily than English. These people are usually adults, and many of them are taxpayers. It is both just and politic to please them by providing books in their native languages.

In selecting books for them it is rarely necessary to buy any but the more popular books of fiction with a few simple histories and biographies. In selecting and buying such books State Library Commissions

can give effective help as they can easily get the experience of libraries which maintain departments of foreign books. Careful buyers may get as good discounts as are given on English books, though some well known jobbers give only short discounts.

We advise librarians and trustees who are commencing this work to buy but few books in the first purchase and to rely largely upon the advice of librarians who have had long experience in this line of work.

The Wisconsin Free Library Commission publishes a list of 100 *Popular German books*; and also has a plan by which public libraries may contribute to a German traveling library fund, and thus become permanent stations, receiving two new libraries each year. Exchanges between libraries which already have collections of foreign books may also be made. It is impossible for the small library to constantly add to its foreign books, and this plan may well be recommended for use in other states and for books in other languages.

### **Renting Collections of Popular Books.**

In the case of many popular books of the day, the librarian often finds it impossible to buy enough copies to supply the demand. This demand is very often only temporary, and it is not wise for the library to add many copies of a book of no permanent value. It has therefore been found practicable to purchase in addition to the one copy or number of copies which the library could ordinarily afford a number of extra copies, which may be rented for 2c a day. This lessens the pressure on the regular copies, and gives many borrowers who are perfectly willing to pay the extra fee an opportunity to obtain the desired book more promptly. The extra copies will more than pay for themselves in a short time and furnish a fund by which to add to this collection. These pay copies should be charged on the borrower's card just as usual, and may also be charged on the non-fiction card.

### **Local History Collections.**

By R. G. THWAITES.

All librarians who have in charge such treasures are aware of the general popular interest in old pamphlets, newspaper files, and the odds and ends of printed matter issued in ephemeral form, provided they are old enough to have ceased to be commonplace. That with which we are all familiar is commonplace, and generally held in slight value; but the commonplaces of one generation are the treasured relics of the next. The chance advertisement in the old newspaper, the tattered playbill, the quaintly-phrased pamphlet, or musty diary or letter of former time, mean more to the modern historian than any other form of historical record. It is the office of the historian to keep the world's memory alive. There will never be an end of the writing of history. Some one has truly said,

each generation must write all past history afresh, from its own changing standpoint. But that this may continue, and with increasing advantage, there must never be an end of accumulating historical material; each generation must accumulate its own for the benefit of its successor.

In the libraries of the old world there are many magnificent collections of broadsides, leaflets, tracts, pamphlets, which earnest, thoughtful men have, in past generations, accumulated for our benefit. In olden times enterprises of this character were left to the chance of individual initiative. To-day they may be better, more systematically done by public librarians. It is not possible, nor is it advisable, for every public library to engage in a task of this character, upon any extended scale. It is sufficient that a few great libraries undertake missions of this sort, libraries, perhaps, in widely separated cities; but certain it is that each public library can and should make collections of this character for its own community, and the library at the county seat should seek to cover, so far as may be, its own county.

It is difficult to specify just what the local library should make a serious business of collecting; it is easier to make a list of what should not be gathered. But especially would we urge the accumulation of newspaper files, the daily or weekly mirror of the community's life; and these files should, if possible, be complete back to the beginning. All manner of published reports should be obtained—those of the common council, the county board of supervisors, the various public institutions located in the community; the published memorial sermons, society year-books, printed rules and constitutions of local lodges, catalogs and programs of local colleges and academies; published addresses of any sort; any manner of literature published by the churches, whether in the form of papers, membership lists, appeals for aid, or what not; programs of local musicals, concerts, veteran camp fires, etc., would be found in time to have great interest to the local historian. Librarians should remember that this generation and its affairs are but passing phases of world-life; in due course what they have gathered of the literary drift-wood of to-day will be of priceless value to their successors in office.

### **Public Documents for the Small Library.**

**Federal Documents.** Each state is entitled to a certain number of depository libraries (one for each senator and one for each congressional district, besides the state library), which receive regularly the publications of the United States government, the sheep bound set and special reports. There are also "remainder" libraries to which the Superintendent of Documents in Washington sends publications placed at his disposal. (For full information in regard to distribution, see annual reports of the Superintendent of Documents.) These documents take space, and what is more, they require some special knowledge of government catalogs and indexes if they are to be made really useful. Any one

who has to deal with United States documents should get the *Checklist of public documents*, the catalogs and indexes issued by the Superintendent of Documents, and the special lists and indexes issued by the departments under consideration. A study of this literature will reveal the value of our public documents and the enormous amount of material in them. If the library has the congressional set, it can do no better than to arrange it in the order of the checklist. All duplicates should be sent to the Superintendent of Documents, Washington, D. C., who will send franks and direct the local postmaster to provide mail bags. To him should be sent a list of volumes desired to fill sets.

It would be very unwise for a library to become a depository for government documents, unless it had great storage capacity and an attendant who could make the documents available. Every new library has old documents given by people who are glad to rid themselves of the volumes. It will not be worth while to keep all of these. Often, the only value is in a complete file of some report. A few odd volumes of old department reports are absolutely useless in the small library because it will not pay to catalog them. Time and money are usually at a premium.

It is well, however, to emphasize the value of some of the documents, and for every library to select carefully a certain number of publications which will be useful in that community. These volumes should be classified and cataloged with the rest of the books. The librarian should become familiar with their contents and make them known to readers and students. The wealth of information and illustration in these documents should be known to every reader.

The librarian should have the following catalogs to be obtained of the Superintendent of Documents and should place them next to the card catalog with the copy of Poole's *Index*. Often the material required for a high school debate may be found in a government pamphlet, had for the asking.

#### Document Catalogs for the Small Library.

Apply to Superintendent of Documents, Washington, D. C.

Document catalog. March 1893-June 30, 1895.

\_\_\_\_\_ July 1895-June 30, 1896.

\_\_\_\_\_ July 1896-June 30, 1897.

Monthly catalog of public documents July 1897 to date.

Check list of public documents. 1895.

The old edition is out of print, and a new edition announced for 1902.

The following list of publications desirable for a small library is furnished by the Superintendent of Documents and reprinted from the bulletin of the New Hampshire Library Commission:

The first documents secured should be the publications of the Bureau of Education, Department of Labor, the census, the consular reports, and the *Farmers' bulletins*.

The *Official gazette*, a weekly magazine of patents, published by the patent office, eight copies of which are allowed to each representative, will be useful in most communities. The librarian should write to her senator or representative to see what he can do toward supplying her with special publications of value, such as the *Messages and papers of the presidents*. She should check carefully and send at once for valuable new documents noted in the *Monthly catalog of public documents*, issued by the Superintendent of Documents, or in the *Index and review*, a magazine devoted to public documents, and of special use in small libraries. (Address, 1368 Harvard St., Washington, D. C. \$1.00 a year.)

#### Government Publications of Special Value in Town Libraries.

From New Hampshire Library Commission Bulletin, L. C. Ferrell.

**AGRICULTURE:** Yearbook. Animal Industry Bureau. Special reports, such as diseases of the horse, diseases of cattle, sheep industry, etc.

Also bulletins of the following divisions:

Agrostology, Biological Survey, Botany, Chemistry, Entomological Commission, Entomology, Experiment Stations, Farmers' Bulletins, Fiber Investigations, Foreign Markets, Forestry, Garden and Grounds, Irrigation, Inquiry Office, Pomology, Road Inquiry, Soils, Statistics and Vegetable Physiology and Pomology.

The *Farmers' bulletins* should by all means be secured, as they will have a wide use in the public library.

The *Yearbook*—diseases of the horse, etc.—may usually be obtained by applying to the district representative or to one of the senators from the state. They are printed in large numbers, and are usually sent to any one making application. Designated depository libraries receive them without special application, as they also do copies of substantially all government publications.

The bulletins, except *Farmers' bulletins*, which are sent free to anyone or any library, are printed in limited editions and are usually unobtainable except by purchase.

**DEPARTMENT OF THE INTERIOR:** Bureau of Education, annual reports; circulars of information.

Census reports. (Volumes of the last census and monographs in the earlier census sets.)

Geological survey, annual reports, monographs and bulletins. (Many of these are for the special student only.)

Application for these should be made, first, to the head of the bureau publishing the same; second, to the district representative or one of the senators from the state; and third, to the superintendent of documents, who will supply the same if available after the distribution specifically required by law shall have been made.

**TREASURY DEPARTMENT:** Bureau of statistics, statistical abstract, monthly summary of commerce and finance.

**STATE DEPARTMENT:** Consular reports. (These are of great value, and with the index volumes will be much used in the schools as well as by business men and students).

American republics bureau, bulletins, etc.

**SMITHSONIAN INSTITUTION:** Annual reports.

American Historical Association. Annual reports.

**DEPARTMENT OF LABOR:** Annual reports, special reports and bulletins.

**INTERSTATE COMMERCE COMMISSION:** Annual reports, statistics of railways, etc.

See instructions for obtaining documents under Department of the Interior above.

**CONGRESS: The Record.**

The *Record* may be obtained *only* upon application to the district representative or to one of the senators from the state. The librarian of a small library should request his representative to send the *Record* in *bound form* at the close of each session. The quota allotted each representative is small, so that he is usually unable to meet but a fraction of the demands made upon him for this document.

**DOCUMENTS OFFICE: The monthly catalog of public documents.**

Apply to the superintendent of documents, Union Building, Washington, D. C. The number of copies printed for distribution monthly is small, but it will be supplied to libraries whenever it is possible to do so.

The notes in the body of this catalog generally give directions as to how publications may be obtained, which makes it especially useful to the librarian.

**State Documents.** Every library should have a collection of documents of its own state. They may be kept together, or classified by subject. In the small library, where careful cataloging is not done, they are probably best kept by themselves. States have different methods of distribution. The librarian should at once learn from the Secretary of State or from the State Library Commission to what she is entitled, and make an effort to get those most generally useful.

The blue books are indispensable, the census and annual reports of departments are desirable. Lists of state publications are given in the *Suggestive list of books for a small library*.

**Town and City Reports.** These should be kept on file and carefully cared for in the local history collection. The subject is fully discussed under that heading.

### Periodicals—Bound and Current.

Many of the most valuable contributions to modern literature are found in the current periodicals, and they are therefore a very important part of the equipment of a public library. The general literary magazines should be chosen first, and afterwards technical periodicals and those relating to special subjects should be selected with reference to the local demand. A carefully selected list of periodicals for a small library is found in the *Suggestive list of books for a small library*. The latest numbers of the current periodicals should be placed in open cases in the reading-room, and the preceding numbers should be carefully filed away until the volume is completed and ready for binding, but these unbound files should be kept where they may be easily accessible for reference. The magazines should always be kept in good order on the tables. There are many good temporary binders which can be used for this purpose. (See catalogs of library supply houses.)

The value of the sets of bound periodicals for reference work can hardly be overestimated. For the purpose of helping the libraries of the states to build up these reference collections, the Commissions have established clearing houses for periodicals. It is the purpose of the clearing house to supply volumes or parts of volumes needed by libraries to complete sets. The librarian should make a systematic canvass of the town and collect everything possible in the way of old magazines. These

can be sorted and arranged, and all duplicates should be sent to the clearing house. Anything which cannot be used can also be sent to the clearing house or saved for exchange. The importance of the magazines and the value of the indexes to periodicals is fully discussed in the *Suggestive list of books for a small library*, and the question of binding is treated in this *Handbook* under that heading.

As soon as funds permit, the library should take duplicate copies of the more popular magazines for circulation. If only one set is taken, it should always be kept for reference in the library, and never run the risk of breaking sets, or making the bound volumes inaccessible to the indexes. For the inveterate magazine reader, who usually buys only the cheaper magazines, duplicate magazines for circulation are a great boon. The cover and the first page next to the cover may be lined with cheese-cloth or paper cambric, or they may be bound temporarily in a very cheap board cover. Their circulation should be limited to seven days. These magazines are not wasted even after the first demand is over, as the bound volumes can be used for circulation.

### Pamphlets.

The pamphlets which come to the library should be carefully examined and everything which has to do with local history, which contains material not to be found elsewhere, or which promises to be of any value in the future should be saved.

Those which are of most value may be bound singly or in groups and incorporated into the library. Others should be closely classified and put on the shelves with the books, in manilla folios (home-made), plainly lettered, or in wood pamphlet cases containing a number of pamphlets on one subject, and labeled with class number and contents. A shelf list and subject card should be made, and in case the pamphlet is valuable chiefly for its authorship, an author card may be made.

Some very valuable material is found in pamphlet form, and it is important that the librarian should care for them so that they may be made accessible, and be kept clean.

## ADMINISTRATION.

### Records and Processes.

For samples of all materials and devices mentioned, see blanks and forms.

There are one or two books giving advice upon the organization of small libraries. Trustees will do well to read them carefully. There are many people ready to give advice. Trustees should listen carefully, but sift judiciously, all that is gained in this way. Most good is gained from visits to small libraries in towns the size and character of the one to be considered. There is danger even in this, for an inexperienced person cannot judge between the good and the bad in technical library work, and mistakes are often made in working from a poor model. A visit to a library recommended by the State Commission, and presided over by a thoroughly good librarian, is the best preparation for the duties of a trustee. No library can be modeled absolutely upon another. Each has problems of its own, and only a librarian of experience can give helpful advice in regard to their solution. Imitation is not always wise, above all imitation of methods used in large libraries, where the administration is totally different from that needed in a small library. The State Library Commissions are created to give advice and help to those organizing and maintaining libraries. Allow them the privilege of giving this advice and help.

**Order Routine.** A copy of every order must be kept on file in the library. If the order is to be large, it will be best to make it on slips the size of catalog cards (3x5 inches), entering one book on a slip giving the author, title, edition, publisher and list price. The slips may be alphabetized and the order copied from them. When the books are received, check the bill by the slips, entering the cost on the slip. Compare slips with books to see that the order has been correctly filled. If order slips are not used, enter cost with lead pencil in the book on the margin of the first right hand page after the title page.

**Mechanical Preparation of Books.** Examine the books to see that they are in perfect condition. The books should then be firmly pressed open in several places, resting them on the table to avoid cracking or breaking the back. The leaves must be carefully cut with a flat, round end paper cutter. Examine to see that every leaf is cut, and that the cutting extends to the inside fold, but not through it. The mark of ownership, preferably an embossing stamp, though a small ink stamp may be used, should be put on the title page and one other page, say page 37. The embossing must be carefully done, so that the paper will not be cut. Stamps should be small, of plain type, without decoration, and contain the corporate name of the library, name of city and state. Books should then be labeled with the Dennison gummed label, plain white (No. A. 44 is a good size). Care should be taken to separate the labels, as

they will come off if two are stuck together. Labels must be placed in perfectly even rows, about  $1\frac{1}{2}$  inches from the bottom of the book, a marker being used to secure accuracy. Before placing the label remove the sizing from the book by applying strong ammonia to the spot which will be covered, and allow it to dry. It is best to have a hole the size of the label cut in a piece of leather, or, better, of photograph film,  $1\frac{1}{2}$  inches from the bottom, and to apply ammonia through this, as it must not touch the surrounding surface. Dip labels into hot water and rub down thoroughly with a clean white cloth. When the label is dry, write the call number on it with Higgins' American India ink. Just before the books are used, varnish labels and about  $\frac{1}{8}$ -inch around them with white shellac varnish, thus making a glazed surface which will not soil easily and may be washed.

If the books have been previously labeled, remove old labels by pressing on them a small piece of thoroughly wet blotting paper. After a few minutes the old label may be lifted off with the blotter. If labels have been shellaced, it will be necessary to apply alcohol before adding marks or soaking off with blotting paper. Never scrape labels off with a knife. It takes time and may ruin the book.

Book pockets are to be folded evenly, and pasted on the inside of the back cover, a little below the center. All this mechanical work except marking of call numbers may be done before the organizer arrives, and should be most carefully and accurately done, or it will have to be undone later.

**Accession Record.** The first record to be made is the accession book, a chronological list of books added to the library, giving date of accession, source, and number of volumes added. There are two forms for the accession record. The first records books singly, and the second by lots. Using the first and most common method, books are entered in any order, except that sets may be kept together, one volume to a line. Rules for entry are given in the accession book, and a sample page in the *Library school rules*. The number of the line on which the book is entered is taken for the accession number, and is written in the book on the first right hand page after the title page, (an inch from the top and an inch from the inside), on the pocket, and on the page embossed. Note of loss of book, withdrawal, rebinding, etc., may be made in the accession book, and it will form a complete history of the growth of the library. If the services of a regular librarian are not to be had, this accession book, which may be the only record, should be kept most carefully, and no book allowed to leave the library until it has been entered and received an accession number. A printed form is made for this method, giving the following items: Author, title, place, publisher, date of publication, paging, size, binding, source, cost, call number, volume number, and space for remarks. In the small library it is best to omit size and binding. To save time for more important work, paging and call numbers may also be omitted. (Use the condensed accession book supplied by the Library Bureau, 1,000 lines, \$1.00; 2,000 lines, \$3.00.)

The second form now coming into use and growing in favor, substitutes for the accession number for each book, a simple record giving date, number of volumes added, source, amount, number of bill. Bills are filed by number and kept carefully in town safe for future reference, and for insurance purposes. Note of cost, publisher, date and source of each volume is written on the shelf list card, and all information given by the accession book is easily obtainable without the labor of an additional record. This latter method has been successfully used by some of the best libraries in the east, and has gone beyond the experimental stage in small libraries in Wisconsin.

The following form is suggested for the second method. A strong blank book may be ruled for this purpose:

**Accessions and Withdrawals.**

Date.	Bill No.	Source.	Vols. Added by				Cost.	Vols. With-drawn.		Balance.	Pph.
			Pur-chase.	Gift.	Bind-ing.	Other.		Cause.	No.		

If a library has already been accessioned, work may be lessened by taking the actual number of books in the library for the first entry and continuing without accession numbers.

With the accession record, whether kept by single volume or by lots, there should be a classified record of books in the library. The books should be counted by class (using the classes given on the statistics sheet and making reference books a separate class), and note of additions to each class recorded once a month. The first count may be taken from the shelf list balanced, in a small library, by an actual count of books on the shelves, and by the record of purchases, gifts, etc. Thereafter count is made by the shelf list cards just before they are filed, and kept as a memorandum until entered in the book.

**Withdrawal Record.** The accession record, however simple, must be supplemented by a record of books withdrawn from the library. Proper business administration requires that at any time a statement may be made of library property: books acquired by purchase, gift, exchange, etc., books withdrawn as lost, worn out, sold, condemned. If the accession book records additions by volume, the withdrawal book should record losses in the same way. If by lot, the withdrawals may be entered in like manner once a month.

**Classification.** The books are more useful if those of a kind, on the same subject, are arranged together. The reader may be directed to a place where he will find all the volumes in the library treating on the same subject. It is preferable to an arrangement by author.

There are several systems of classification in print, and it would be folly for the librarian or trustees of any public library to spend time arranging a new one. The advantages of systems in print and in wide use, are great. It is possible to get help in classifying from catalogs and bulletins of other libraries, and people who learn to use one library are not confused when they visit another. The time put into making local classifications could be much better spent, and the inexperienced person cannot know the difficulties which must be met. The two classifications most used are the Dewey decimal and the Cutter expansive. The Dewey is most widely used in the middle states, and is therefore recommended. Its notation is somewhat better adapted to public libraries. The abridged edition will serve for small libraries. (See list of supplies.)

Under each class, books are arranged alphabetically by author. The Cutter author table has been made for this purpose and should be used. The call number, composed of the class number and the book number (which distinguishes a book from all others in the same class) is used to identify a book, and to locate it in the library. It is put on the catalog card and on every record of the book. Books are arranged on the shelves by this number, and the person consulting the catalog is thereby directed to the exact location of the book. This work should be done only by a librarian who has had some instruction. It is not wise to experiment on a public library, and it is an expense to do work over. If the right help cannot be obtained at the beginning, books may be arranged in a few general divisions of the Dewey classification as given below, marking the number in the book (on the first right-hand page after title page) on the pocket, on the charging card, and on the label. Books should be arranged on the shelves in numerical order, fiction, travel, and biography being near the loan desk. With this simple classification, omit the book number altogether, but arrange books in each class alphabetically by author.

Fiction should not be classified, but should be arranged alphabetically by authors, having a book number only. 920 may be used for collective biography and B for individual biography, which should be arranged alphabetically by name of persons written about. If this short classification is used, it will be well to omit the zero in the units place, using the first two figures only. Then a third figure may be added later from the more extended classification, and no erasures necessary. English and American literature may well be arranged together in 81, additional figures dividing the class by form, into poetry, drama, essays, orations, etc.

**One Hundred Divisions of the Dewey Decimal Classification.**

000	GENERAL WORKS—	500	NATURAL SCIENCE—
010	Bibliography.	510	Mathematics.
020	Library economy.	520	Astronomy.
030	General cyclopedias.	530	Physics.
040	General collections.	540	Chemistry.
050	General periodicals.	550	Geology.
060	General societies.	560	Paleontology.
070	Newspapers.	570	Biology.
080	Special libraries. Polygraphy.	580	Botany.
090	Book rarities.	590	Zoology.
100	PHILOSOPHY—	600	USEFUL ARTS—
110	Metaphysics.	610	Medicine.
120	Special metaphysical topics.	620	Engineering.
130	Mind and body.	630	Agriculture.
140	Philosophical systems.	640	Domestic economy.
150	Mental faculties. Psychology.	650	Communication. Commerce.
160	Logic.	660	Chemical technology.
170	Ethics.	670	Manufactures.
180	Ancient philosophers.	680	Mechanic trades.
190	Modern philosophers.	690	Building.
200	RELIGION—	700	FINE ARTS—
210	Natural theology.	710	Landscape gardening.
220	Bible.	720	Architecture.
230	Doctrinal. Dogmatics. Theology.	730	Sculpture.
240	Devotional. Practical.	740	Drawing. Decoration. Design.
250	Homiletic. Pastoral. Parochial.	750	Painting.
260	Church. Institutions. Work.	760	Engraving.
270	Religious history.	770	Photography.
280	Christian churches and sects.	780	Music.
290	Ethnic. Non-Christian.	790	Amusements.
300	SOCIOLOGY—	800	LITERATURE—
310	Statistics.	810	American.
320	Political science.	820	English.
330	Political economy.	830	German.
340	Law.	840	French.
350	Administration.	850	Italian.
360	Associations and institutions.	860	Spanish.
370	Education.	870	Latin.
380	Commerce. Communication.	880	Greek.
390	Customs. Costumes. Folklore.	890	Minor languages.
400	PHILOLOGY—	900	HISTORY—
410	Comparative.	910	Geography and travels.
420	English.	920	Biography.
430	German.	930	Ancient history.
440	French.	940	Europe.
450	Italian.	950	Asia.
460	Spanish.	960	Africa.
470	Latin.	970	North America.
480	Greek.	980	South America.
490	Minor languages.	990	Oceanica and polar regions.

Children's books are separately arranged and classified by the same system, having a plus sign prefixed to the class number to distinguish them from books for adults. The following numbers from the Dewey classification will serve for children's books, even in a library of some size. The third figure has been used in all cases, and simple terms substituted for the names of classes given in the outline above:

**Classification for Children's Books for Libraries which use the Dewey Decimal Classification.**

- 030 General Reference Books—Cyclopedias.
- 050 Periodicals.
- 220 Bible stories.
- 290 Mythology.
- 320 Our government.
- 395 Etiquette.
- 398 Legends, folklore, fairy tales.
- 400 Language.
- 500 Science and nature. (General works.)
- 520 Sun, moon, and stars.
- 530 Physics—Electricity.
- 550 Earth.
- 580 Trees, flowers.
- 590 Animal life. (Including animal stories.)
- 595 Insects.
- 598 Birds.
- 600 Industries and inventions. (How to make and do things.)
- 700 Music and painting. (Fine arts in general.)
- 790 Sports and games.
- 800 Literature. (May put school readers here.)
- 811 Poetry.
- 812 Plays.
- 910 Travel in general.
- 914 Travel in Europe.
- 915 Travel in Asia.
- 916 Travel in Africa.
- 917 Travel in North America
- 917.2 Travel in Mexico, Central America and the West Indies.
- 917.3 Travel in U. S.
- 918 Travel in South America.
- 919 Travel in Australia, the Islands and Arctic Regions.
- 920 Stories of famous people—Biography—collective.
- B Use "B" as class number for individual biography.

Always take book number for individual biography from the name of the person written about.

- 930 Life in ancient countries—Ancient history.

- 940 Europe—History, and General History. (May extend this for large collections by using 942 for England, 943 for Germany, and 944 for France.)
- 970 American Indians and stories of Indian life.
- 973 U. S. History—General.
  - 973.2 Colonial times.
  - 973.3 Revolution.
  - 973.7 Civil War.
  - 973.8 Spanish-American War.

These sub-divisions should be used only when there are two or more books in each.

- 977 History of the middle west.

+ is to be prefixed to the call number to indicate children's books.

‡ may be prefixed to indicate books for very little people, which should be collected on one of the lower shelves. These may also bear a star and be called "red star books."

For stories, except those noted above, simply use book number with + prefixed.

Take book numbers from the Cutter author table.

**Shelf List.** This is a list (preferably on cards) of the books in the order in which they stand on the shelves. It is used for the annual inventory, for the record of books by classes, and to avoid duplication, for a record of call numbers used. It always contains call number, author's surname, short title and accession number (if used). If the second form of the accession record is used, note is made on the shelf card of the date of bill, source, publisher, and cost of each volume. Small cards are usually used for the shelf list. The information put on it does not require much room.

This record, which is an important one, must be accurately made and very carefully kept. A card lost is a book record lost. Cards must be locked into a case, and, when there is a good catalog, accessible only to the librarian and members of book committee. It is usually desirable to open a library without waiting for the card catalog. The shelf list should be made and may serve as a catalog (either in its proper form arranged by call numbers, with name guides for subjects, or alphabeted by author) for many months, until time and money can be given to a complete dictionary catalog. For the sake of economy, the fiction shelf list may always be used as a fiction catalog, having title cards added or filed in a separate alphabet. It is not economy to hurry cataloging to such an extent that work is carelessly done. A poor catalog is a waste of money, as the work must be done again. Better no catalog at all, than one which requires constant revision and re-writing.

608	Baker.	
B17		Boys' book of inventions. 1899.
		279.
		O

Shelf-list card, with first form.

608	Baker.	
B17		Boys' book of inventions. Doubleday. 1899.
12 Ja. 02.	McClurg.	1.34.
		O

Shelf-list card, with second form.

**The Card Catalog.** The modern small library does not waste money on a printed finding list which is out of date before it is on sale. Instead, it has a card catalog in a case in the library, one work entered on a card, new cards dropped into the tray as books are added, a catalog always up to date without re-writing. Each book has a card filed by author, by title (if necessary), and by subject or subjects treated at any length. The cards are arranged alphabetically like the entries in a dictionary; hence the name, dictionary catalog. Each card bears a call number directing the inquirer to the place on the shelves where the book will be found. This catalog is permanent, and much skill and time is required in its making. The cataloger must know books and authors well enough to decide what material is of enough value to be indexed; when very brief references shall be noted because the subject matter is rare; what books are on the same subjects and how subjects and books are related to each other. The cataloger also requires training in order to make decisions in regard to forms of entry, for the same author may write under several pseudonyms; while in one place in the catalog must be found a list of all

the works by that author. Again, there may be a half dozen synonyms, any one of which might be selected as the subject entry for a certain book. The cataloger must decide upon the word which best expresses the meaning of the book, or which will be most apt to be in the mind of the person consulting the catalog; she must then make references from all headings not chosen to the one under which works on the subject have been collected. A library of 1,000 volumes will require at least 3,000 cards for its catalog, and with the desirable analysis of books, four cards to a book is not a high average. These must be made with care in the points noted above, and also be perfectly legible, uniform and consistent in method and form. All this means training and experience for the trustworthy cataloger, and it means that the work will cost money. It is necessary, however, as a library without catalog and classification is almost as useless as a dictionary or cyclopedia would be, if the entries were tumbled into a confused pile and drawn from a box at random. It is economy to buy fewer books, and to have every page of worth in these books made accessible. The catalog advertises the treasures of the library. It contains in permanent form the knowledge of books which has been stored in many minds, only to perish with the individual. The perfect library requires perfect machinery to make it run smoothly. Machinery and red tape should not be in evidence, but the results of perfect system should be shown in perfect service. It is probably best to plan for a typewritten catalog in places where there is no regular librarian, and where the librarian does not write an even, legible hand. The library will probably not own a machine, but slips may be written in the library and sent out to be copied on the typewriter. The library should then own a card attachment and red and black record ribbons to be used on card work. When the catalog is written by hand, vertical writing, or the library hand-writing should be used. Catalogers acquire this hand because it is legible, and it is desirable that all who work on the catalog should have the same style of writing. The best black ink should be used, one that will not fade. Carter's "koal black" is recommended as a good permanent ink. The cataloger will select her pens carefully, using one that will make a broad line.

Catalog cards should be bought with care. The stock must be firm and strong, cards evenly cut and punched, and all of the same weight, so that some will not be missed in turning because of lighter stock. The ruling must be clear and even. Cards for the type-writer have a different ruling, usually one vertical line.

[illegible]

Author card. (Reduced; actual size,  $7\frac{1}{2} \times 12\frac{1}{2}$  cm.)

[illegible]

Title card. (Reduced; actual size,  $7\frac{1}{2} \times 12\frac{1}{2}$  cm.)



**Printed Lists for the Public.** The card catalog cannot be used outside the library. In large cities, printed finding lists are made for the convenience of borrowers who cannot come to the library. As has been shown above, the printed list is an extravagance for the small library. It is possible, and desirable, to keep short lists of books before the public. This may be done through the local papers printing one or two classes each week until a complete finding list may be had by clipping these lists and combining them.

Special lists may also be printed as book marks. This gives an opportunity to suggest good reading matter to borrowers of different ages and tastes. Book marks are not expensive, and may even be had for nothing if one side may be given to advertising matter. Lists may be made upon questions of the day, historical novels, a few books for high school boys, some books on electricity, travel and adventure in Africa, some neglected treasures, inspiring biographies, life in the far West, etc., etc. Lists should be short, titles accurately quoted, and books carefully selected.

**Loan System.** An accurate loan system, which allows speed in delivery and discharge of books, must be put into operation at the beginning of the library. This system should, at least answer the questions: what books are out of the library? how many and what were issued on a given day? who has them? when will they be due? who has books that are over due? what fines are due on these books? how many times has this book been circulated? is it popular enough to warrant rebinding, or replacing, if worn out? what class of books is most largely used? what percentage of the circulation is fiction, what children's books? A simple system will answer all these questions. Every volume in the library has a charging card bearing its author, title, call number, and accession number. This card represents the book. When the book is in the library, the card is kept in the book pocket inside the back cover; when the book is loaned the card is taken from the pocket, marked with the date and borrower's number, and filed in the charging tray at the library, the book to be credited to the borrower and the card returned to the pocket when the book is returned. The cards for books loaned are counted by class and a record of circulation made on sheets provided for the purpose.

Rules for borrowers are printed on the book pocket. Each borrower files an application blank at the library, his name is entered in a registration book and he obtains a numbered card which must be presented when a book is drawn or returned.

Rules for borrowers are found elsewhere in this handbook. Samples of charging cards, borrowers' cards, application blanks are given under blanks and forms, and may be obtained of the Commissions.

**Reports and Statistics.** There is so much important work to be done in extending the use and influence of the library, that work on statistics should be reduced to the minimum. Every librarian, trustee, and citizen is interested in certain facts in regard to the growth and development of the library, its use compared with previous years and with

other libraries. For the proper business administration certain financial records are essential. Before the first annual report is made, it should be decided what items are of enough interest and importance to be given annually. This decision can be wisely made only from experience or from a study of reports from other libraries of like character. The report of the librarian should be made to the retiring board and should contain statistics covering the whole fiscal year. The president of the board presents this report to the mayor and council, introducing it with a short business statement and note of special progress and special needs. The report should be an interesting document, and should not be filled with tables and figures. The statistical items should be grouped by themselves; but in the text, which should be split up into short sections, should be given general figures;—total circulation for the year, number of borrowers' cards in force, number of volumes in the library, number of books added during the year, amount of money spent for books, for binding, for salaries, etc. No regular form for such a report would be acceptable to all libraries, as each library has its own individual life and needs. The report should show the real value of work done and the aims and ambitions of the librarian and her trustees. It is not usually considered good policy for a small library to spend money for printing all of this report as a separate pamphlet. There are times when people may be reached through a printed report to such an extent that the expense is justifiable. The report should appear in the local papers and remain permanently on file with the library records. The State Library Commissions of Wisconsin, Iowa and Minnesota send to libraries a form for the annual statistical report, and the laws of each state require that a copy shall be sent to the Commission.

The Commissions will also send sheets for daily statistics to any public library in the state. If these records are carefully filled out each day, the annual report will not be a great burden, but simply a summary of records kept from day to day, and combined every month. The annual report includes book account, with additions and withdrawals; a classified list of books; pamphlets; binding; circulation statistics; registration of borrowers; reference department; reading room; work with schools; and an account of receipts and expenditures. Any librarian, with the simplest records, will be able to report on these points, and if the blanks are used regularly, a comparative statement of some value may be made in the future. Send to the Commission for daily statistics sheets and annual report forms.

### **Binding.**

**Choosing the Binder.** The first problem that confronts a library about to bind is the choice of a binder. It is desirable, of course, to get the best binding for the purpose, at the least possible cost. Several binders may be asked to make bids for the work and the binder who meets the requirements for good honest binding most satisfactorily must be chosen, not the one who may quote the lowest prices. It is agreed by

all, who have experience in the matter, there is no economy in cheap binding. The library cannot afford to experiment: good work costs least in the end. For addresses of good binders write to the Commission.

**Specifications.** In contracting with the binder, he should be required to quote terms for periodicals, of the ordinary size like the *Century*, and for the larger size like *Youth's companion* and *Harper's weekly*, also for rebinding, by size, of books not over  $7\frac{3}{4}$  inches in height, and books not over  $9\frac{3}{4}$  inches, of average and of extraordinary thickness. Specification should also be made as to the style of binding, the sewing, lettering, and other details essential to good binding. The binder should also send samples of leathers, papers and cloths numbered or lettered, that directions may be given by merely using the symbol of the sample of material desired. Sets may be matched as to lettering without taking a volume from the library as a sample, by taking an impression of the back of one of the volumes to be matched by laying thin paper over the back and passing a pencil over every portion of it. If the library binds many sets of magazines it will pay also to have sample backs made, showing the leather, paper siding, and exact lettering. It is well to specify the time for binding. A fair time should be allowed that the books may not be turned out green. If sufficient time is not allowed the books to be thoroughly pressed and dried after they are finished the books will warp, spread and sag after standing on the shelves a short time. If the binder is hurried he will be tempted to neglect this part of the process.

**Binding of Periodicals.** There are two kinds of binding to consider for public libraries, the binding of periodicals and serials, and the rebinding of old books. The binding of periodicals, transforming the transient magazine into the permanent book, makes, with *Poole's Index*, the most important contribution to the reference collections of the library. Especial care must be taken to preserve the current magazines as they come into the library, and systematic collecting should be made in every town to complete files. The Commissions have felt the importance of this work so much that each one has established a clearing house to help libraries to secure complete sets with the least possible expense.

**Arguments for Rebinding.** Objection is sometimes raised to the rebinding of old books. Why not let the books wear out and replace them with new? This question is easily answered by comparing the prices of rebinding and replacing. To rebind a book of average price, costing the library \$1.05, will cost 35 or 40 cents, that is, about a third of the cost of replacing it. Moreover the rebinding not only results in an economy of money, but the book will wear two or three times as long as it did in the publisher's covers.

**What to Rebind.** What to rebind is worthy consideration. Books of merely temporary interest, books undeserving a place in a good library, should not be rebound, nor replaced when worn out. If a book has many pages missing, or has been defaced by stain, ink or soil that cannot be removed, it is not worth binding.

**When to Bind.** The best times to send books to the bindery are at mid-summer and the Christmas and New Year's holidays. At these sea-

sons the libraries are not patronized as much as at all other times of the year, and the binderies have, as a rule, the least work on hand. Small libraries need not bind oftener than twice a year. It is better to lay the books aside until there is an accumulation (at least 50 books), because the binder can afford to give better prices on a larger number of books.

**Good Binding.** The first essential of good binding is strength. The finishing of the book is important, but always secondary to its durability. The part of the book which bears the most strain is the joining line of the book with its cover, consequently every device which strengthens the fastenings at this line must be carefully examined. The first and last signatures (or sections) should be whip-stitched, or sewed with the sewing machine. All books up to octavo size should be sewed on three bands, larger books on four or more. These bands are placed in saw cuts at regular intervals at the back of the signatures, each of which is sewed to the bands. The ends of the bands are laced firmly into the boards forming the cover. Hinges of stout cloth joining the book and cover under the end papers also add to the strength. Loose backs are recommended.

**Materials.** Periodicals and books of permanent value should be bound in the best materials the library can afford. The most important binding material is that covering the back and corners because these parts suffer the most wear. Morocco is the most durable and beautiful of the leathers used for this purpose, but is too expensive for the ordinary small library. Of the cheaper leathers, red cowhide makes a very durable binding for the larger and heavier of the magazines, and looks very well. Roan, with the grained, hard-finished, surface (the smooth spongy kind mars easily and splits) is the cheapest leather that can be satisfactorily employed. Black is much used for bound sets of magazines, but it must be admitted that it grows purple at the edges with wear. The *St. Nicholas* and other magazines for children should be bound in bright colors, preferably in red buffing or roan. Calf and sheep are not to be used in any binding as they are both expensive and perishable. Marbled paper is ordinarily most satisfactory for the sides of the book, costing less and wearing almost, if not quite, as long as cloth, and being more easily replaced. Paper does not fray or curl at the edges, nor blister with moisture, as does cloth. Silk head bands should be used for all of the better class of work, as they add not only to the appearance but to the durability.

**Cost.** Cost of binding varies so much in different places that only approximate figures can be given. The following prices are given for magazines of the average size, such as *Century*, *Atlantic* and *Forum*, with leather backs and corners and marbled paper sides:

Turkey morocco .....	\$1.10 to \$1.35
American morocco .....	.85 to 1.10
Cowhide .....	.70 to .85
Roan .....	.65 to .80
Buffing .....	.65 to .80

Larger magazines like *Youth's companion* and *Harper's weekly* may be bound in canvas. Fiction, children's books, and all others in constant circulation may be bound in roan with paper sides, costing 35 to 45 cents, or in art canvas or buckram at the same prices. Colored leathers, red, blue and green being the most durable in roan, are advisable for these books, as they add to the attractiveness of the shelves.

**Finishing.** In finishing, all tooling and ornamentation should be avoided, except plain gilt lines to divide the back into panels. The lettering should be in plain Roman capitals and Arabic numerals, large enough to be easily read. It is a great convenience to have the lettering placed in the same relative position, on all books, because it aids the eye in finding the book. The following order is recommended: surname of author in top panel; brief title in second; volume number in fourth, without prefixing v., or vol. On magazines it is well to add below the volume the year, and below the year the months covered.

It is impossible for one person to tell another exactly what determines good and bad binding. Study of the process in the bindery, examination of every book that comes to hand, are the best ways of acquiring judgment.

**Preparing for the Bindery.** Before sending to the bindery each book should be examined to see that the paging is intact. The periodicals should be arranged by volume, not by year, because references are made to volume and page, and if the book is not so arranged it is practically worthless. The title page and index should be placed with each volume, the title page in front, the index at the back unless paged to go elsewhere. Librarians should send to the publishers for title pages and indexes for all magazines lacking them. If they cannot be secured the binder must be directed to leave stubs that the pages may be tipped in when found.

A slip should accompany every book, indicating the lettering for the back, and the style of binding desired. The librarian should decide on this matter; it should never be left to the binder. Binding slips are furnished by the Library Bureau and by the Democrat Printing Co., Madison, Wis. There are many ways of keeping records of the books sent to the bindery. One of the most convenient ways is to remove the book cards, and charge them to the bindery. A list of the books should accompany them to the bindery. The binder must enter the price of each book on its binding slip, and when his bill is received it should be checked with prices on the slips.

### **Mending.**

It is very important that the books of a library which need mending should be promptly and carefully repaired. Every book that is returned should be looked over for loose leaves, tears, or marks, and nothing should be sent to the shelves that needs the least attention.

In putting in single leaves, or mending tears, thin onion skin paper (which is transparent), should be used with flour paste. Loose signatures

should be sewed in, using linen thread and a curved needle and fastening the ends very carefully. Never use glue or mucilage in replacing loose leaves or signatures, and use paste very sparingly, and only for tipping in single leaves and illustrations. Too much paste on the inner margin of the leaves makes it impossible for the binder to make secure stitching when the book comes to him.

The best plan is for the librarian to study the processes of binding at the local bindery, and learn what repairing may be done to advantage at the library. It is better to send books to the bindery in the early stages of disintegration, as a book is almost invariably stronger after rebinding than it was before, and if the book is allowed to circulate too long, leaves and sections become lost, and the book is not worth rebinding.

### **Mending Materials.**

Onion skin paper.

Paper cambric, black and white.

White linen thread.

Needles. (No. 4, straight and a few curved.)

Thimble.

Gummed linen strips or "Multum in parvo," binders' No. 2.

Multum in Parvo Binder Co., 624 Arch St., Philadelphia.

Paste. (Receipt for paste is given in List of supplies.)

### **Disinfection of Books.**

The health officer should send immediate notice to the library of every case of contagious disease. Directions in regard to the disposal of books in danger of infection may then be given and library privileges temporarily withdrawn from members of affected families. Many libraries require borrowers to burn books that have been exposed to scarlet fever, diphtheria, and smallpox, the library bearing the loss. Every librarian should provide an air tight box in which books from questionable districts may be disinfected according to direction given by local health officers, or books may be disinfected by the health officer before they are returned to the library, and a certificate sent with them. It is well to close the library during an epidemic of a contagious disease and not to re-open until all danger is past and the library has been thoroughly fumigated. Experiments made in the laboratories of the Pennsylvania university in 1896 proved that books might be absolutely disinfected in a closed space by the vapor of commercial formalin; using one cubic centimeter of formalin to 300 cubic centimeters or less of air. The effect in 15 minutes is equivalent to that in 24 hours. Increase in the amount of air to each cubic centimeter of formalin is not counterbalanced by increase in time of exposure.

At Scranton, Pennsylvania, last year, when diphtheria and scarlet fever raged, the whole library was disinfected by formaldehyde gas used in a steam moistened room for 36 hours. The Detroit librarian also found formalin effective in damp air. There is not great danger of disease being carried through books from public libraries. If it were so, the library attendants who handle all books would be apt to suffer, but a case has never been known in which a library attendant has contracted a contagious disease through the handling of library books. Investigations made in cities during smallpox epidemics have not resulted in tracing infection to the books of the public libraries.

## LIBRARY EXTENSION.

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### Advertising the Library.

The library should be kept prominently before the public by forms of judicious advertising. Lists of the new books, for example, with brief annotations when possible, should be printed in the daily or weekly press. When the list is sent to the newspaper, send with it a request to have the type saved for further use. Ask the editor to take the type composing the list to a small job press and have him strike off 250, 500 or 1,000 copies or more for your use. The only expense involved in this will be the cost of the paper and the pressman's services, which generally amount to about \$1.50 per 1,000 copies. Many newspapers are willing to perform this service for the returns which it brings, if such a heading as the following is used in the list:

Milwaukee Public Library.  
Call slip.  
Furnished by the Courtesy  
of  
The Milwaukee Press.  
Watch the Press for Future Lists.

Monthly and yearly statements of circulation should also be sent to the papers and other news notes from time to time. Appeal to current interest in some question of the day or matter of local importance by printing short lists of books showing the resources of the library on these topics. In a town of any size the library should have a standing notice in the amusement column, for the benefit of transient visitors. Tasteful announcement cards, 10x12½ inches in size or thereabouts, should be placed in hotels, restaurants, stations, stores, etc., to show the location of the library and reading-room, hours of opening, and the fact that all are welcome to its privileges. When the library is centrally located and possessed of show windows on the ground floor, book and magazine posters, obtained from book dealers and publishers, may be used to advantage. Book-marks bearing the words "When in doubt consult the public library" have proved a talisman. It should ever be borne in mind that advertising will bring people to the library, and there its mission stops. Then success depends upon the service within your doors. All the advertising that may be contrived will not offset a hard, imperious, domineering or condescending spirit within the library. There should be an indefinable something in the appearance of your library to draw people in and an atmosphere most persuasive in keeping them there and making them long to return. Happy indeed is the librarian who can say, "We are advertised by our loving friends."

### **The Library and the Child.**

The interests of the child should be the first and chief concern of the librarian. Children's departments should be established in the larger libraries, in charge of trained assistants; while even the smallest library should have its "children's corner." This should be made bright and attractive by the use of pictures, flowers, etc. All of the books should be within easy reach of the children, the picture books being placed on the lower shelves. The children's room should be open in the afternoon until 6:30 or 7 o'clock, but should not be made a means of attracting children from their homes at night. Arrangements should be made even in the small library for a special attendant in this department from the close of school hours until six o'clock. The children need help in selecting their books, and some one who knows the books and has sympathy with the children should be assigned to this work. Volunteer service can often be employed here with good results. The children should be taught the proper care of books, how to turn the leaves of the dainty volumes without soiling them and how, through the use of temporary covers, to protect the bindings. They should also be taught the proper order of books on the shelves. There should be no age limit in the library, but even the youngest should have cards in their own names, under proper guarantee; and picture books should be provided for their use, so that in after life "there will be no distinction in the child's mind between reading as an art learned and reading as a delight discovered." The greatest care must be exercised in selecting books for young folks. Authors, such as Henty, Optic, Castlemon, Trowbridge, Finley, etc., that have become victims of their own popularity, should be carefully avoided; and only the best of the great range of children's literature should be chosen. It is better to have duplicates of the best, rather than a variety of the mediocre in children's books. Personal interest should be taken in the children's needs by the librarian, and every effort made to supply them, ever bearing in mind that "it is always through the children that the best work is to be done for the uplifting of any community."

**The Question of Discipline.** In these days of children's shelves, corners, or departments, or when, in lieu of such separation, the juvenile population fairly overruns the library itself, the question of discipline oftentimes becomes a serious one. How to inculcate a spirit of quiet and orderliness among the young folks in general; how to suppress giggling girls; what to do with the unruly boy or "gang" of boys—how best to win or conquer them, or whether to expel them altogether; how to deal with specific cases of malicious mischief or flagrant misbehavior and rowdiness—all these questions sometimes come to be of serious importance to the trained and untrained librarian.

We deem the question of banishment a serious one. Unruly boys are often just the ones that need the influence of the library most in counteracting the oftentimes baneful influence of a sordid home life. It is a good thing, morally, to get hold of such boys at an early age and to win their

interest in and attendance at the library rather than at places of low resort. To withhold a boy's card may also be considered a doubtful punishment—driving the young omnivorous reader to the patronage of the "underground traveling library," with its secret stations and patrons. Before suspension or expulsion is resorted to, the librarian should clearly distinguish between thoughtless exuberance of spirits and downright maliciousness. "If we only had a boys' room," plaintively writes one sympathetic librarian, "where we could get them together without disturbing their elders and could thus let them bubble over with their 'animal spirits' without infringing on other people, I believe we could win them for good."

A number of librarians, however, report no difficulty in dealing with the young folks. Some state that the children easily fall into the general spirit of the place and are quiet and studious. "We just expect them to be gentlemen," says one, "and they rarely fail to rise to the demand." In such places will generally be found floors that conduce to stillness, rubber-tipped chairs, and low-voiced assistants. "Our tiled floors are noisy—not our children," confesses one librarian. The use of noiseless matting along aisles most traveled will be found helpful. But one library mentions the use of warning signs as being of assistance, this being a placard from the Roycroft Shop reading, "Be gentle and keep the voice low." In a library once visited were found no less than eighteen signs of admonition against dogs, hats, smoking, whispering, handling of books, etc., etc.—the natural result being that, in their multiplicity, no one paid any attention to any of them. If a sign is deemed absolutely necessary, it should be removed after general attention has been called to it. The best managed libraries nowadays are those wherein warnings are conspicuous for their absence.

The solution of the whole problem of discipline generally resolves itself into the exercise of great tact, firmness, and, again, gentleness. There should be nothing in the manner or attitude of librarian or assistants that would cause rebellion or mutiny on the part of patrons; but there should ever be the spirit of quietude, as exemplified in the words previously quoted—"Be gentle and keep the voice low."

### **Library Clubs and Library Talks.**

Chief among the clubs for young people organized in connection with libraries is the Library League which had its inception in the Cleveland (O.) Public Library. To instill into the minds of the young respect for and care of public property, and to encourage the careful use of books were the chief reasons for its organization. The idea has been found adaptable to the needs of many public libraries, and in one way or another the League motto, "Clean hearts, clean hands, clean books," has been brought to the attention of many boys and girls who frequent our public libraries, much to the improvement of the condition of the books.

Literary clubs for both boys and girls should be given every encouragement by the librarian, and where there is a room in the library suited to the purpose, it seems an admirable plan for the librarian to encourage the organization of such a club and give it as much of her fostering care as seems best for the club and possible for her. This is a means of popularizing the library and of making it a literary center for the young people of the town that is worth while. Debating clubs may be made a source of interest and improvement to the boys by opening to them the resources of the library. If the young people are discussing any subject upon which the librarian can furnish illustrated books and detached pictures or plates and supply a list of related books, the young people will have a new idea of the library as a source of public happiness.

The story hour is a feature which has been used with most success by the Pittsburgh (Pa.) Carnegie Public Library, for interesting young children in the world's classics. The simple narrative of the "Once upon a time" stories, which never grow old, relating to myths and legend and romance that pervade literature, may arouse a new interest in the child that may prove to be a lifelong joy. These stories should be told, however, only to whet the appetite for books on the subject, which should be at hand ready to be issued for home use.

Another method of arousing interest in good books is by talks to the school children by the librarian. Either the librarian may visit the different grades of the school, or where the arrangement of the library rooms permits, the pupils may come to the library, where the classification of the books, the card catalog, the use of indexes and reference books and kindred matters are explained. Teachers find it very helpful in arousing interest in the studies to bring their classes to the library and have brought together a representative collection of books and pictures on the subjects treated in the class.

### **The Library and the School.**

The closest relations should obtain between the library and school authorities. To encourage coöperation, the superintendent of schools or the supervising principal of the high school, in the cities and towns of Wisconsin, is by virtue of his office a member of the library board. This arrangement promotes a close alliance between the two great educational agencies. For years past there has been a library section of the National Educational Association, attended by teachers and librarians, while at the meetings of the American Library Association the subject of libraries and schools receives much attention from year to year.

The library should supplement the school at every point. Books should be sent to the schools in the outlying wards, so that no child will be debarred by distance from library privileges. The librarian should keep informed of the work done in the several grades, and should set aside books on the various topics for the use of teachers and students. Debating and literary societies should be encouraged by assistance from

the library staff, and students should be taught the independent use of reference books, indexes, and the card catalog. Classes often visit the library for talks on helpful subjects. Special cards may be given to teachers upon which a number of books may be drawn for class-room use. Teachers should be encouraged to read wholesome books to the children, thus creating a love for the good in literature.

**School Duplicate Collections.** In many larger libraries a special duplicate collection of books is added for use in the schools. These are kept entirely separate from the general library of children's books, and are sent to the outlying schools in groups which can be exchanged at regular intervals. These collections may be in the form of permanent groups or traveling libraries, or the teacher may choose from the general duplicate collection the books best adapted to the needs of her school. The books or group of books should be charged to the school at the library, and the teacher should be furnished with duplicate book-cards or blanks for keeping records, and should be required to keep an accurate record of the circulation. These books should be chosen not merely for supplementary reading to aid the teachers in their school work, but to give the children an opportunity to gain access to the best in literature. Excellent results can be obtained in this way, as the teacher becomes in reality a branch children's librarian, and can do much to guide the reading of the children.

### Picture Bulletins.

The bulletin is the outward expression of something that the library wishes to bring before the public notice. It may chronicle current events, it may bring out special days, birthdays of authors or days of historic or local interest, or it may bring out lists of books on special topics.

The best place for the bulletin board is near the loan desk where it attracts the attention of all who come and go.

The use of pictures has become very general and adds greatly to the attractions of the bulletin. For the bulletin must first of all attract and then having brought the people to a halt, it must give them something worth while. If a birthday is represented, the portrait selected must be the best to be obtained.

There should be a list of books about, and books written by the bulletin subject, if the library has such. And besides all else there should be some fact or facts of real interest written out on the bulletin. This applies to all bulletins. Have something on each one that can be taken away, so that the person who stops to look at the bulletin may feel that it is for him, even if he does not take away the books listed. Children have gone away from a very attractive animal bulletin without a book who would have read with interest a paragraph from *Wilderness ways* or the *Jungle book*.

Do not make too many bulletins. Have good ones, the result of time and thought and then leave them long enough to be of value to the public. Never crowd on facts or pictures so that the mind is confused and nothing is carried away.

Above all be careful about the pictures. Use nothing that is not good in itself and nothing that does not bear upon the subject. In a bulletin on cathedrals do not include a picture of the Boston Public Library. Make the bulletin a unit.

The choice of back grounds is an essential point. Black grounds and white ink bring out very well the black and white prints, and gray is good for black and white. Brown board and gold ink may be used for the brown prints, like the Elsom ten cent prints. Some pictures are good on red boards. But the physical make up must be as carefully considered as the list and the information.

Make the bulletin something to be watched for and worth while. Better left undone than not done well. Read the paper read by Miss Wallace at the Waukesha conference.

Material may be gathered from various sources: old magazines, publishers' catalogs and announcements; from railway guides and advertising matter issued by steamship companies and tourist agencies; magazine covers, and the paper covers which come on the new books, the Perry pictures, the Cosmos pictures, Hood's views of places, the colored pictures of birds, animals, etc., issued by the Nature Study Publishing Co., Chicago, the Century gallery of portraits. The illustrations from such books as the Walter Crane edition of the *Wonder book* may be very effectively used in bulletin work after the book is completely worn out.

### Mounted Pictures for Circulation.

BY CAROLINE H. GARLAND. Free Public Library, Dover, N. H.

(Reprinted from the Bulletin of the New Hampshire Library Commission, December, 1901.)

**How we Mount.** In the actual preparation of pictures for circulation we have found it of much importance that the mounts shall be of uniform size, so that the edges shall stand even as they are filed away in drawers. The sheets are usually 22x28 inches in size and cut to advantage for library work in cards 8½x11 and 11x14. A card 8½x11 will take one picture of the size usually mounted, and larger pictures or several small ones on the same subject may be put on the sheets which measure 11x14.

We trim the picture carefully so that the edges shall be clean and true,—for this a large pair of shears like those used by paper-hangers is convenient,—select the mount on which it looks best,—a picture that looks positively shabby on one color sometimes looks quite respectable on another,—paste it with smooth paste around the edges only,—if it is pasted all over it curls,—and then putting the picture exactly in the middle of the mount, we rub down carefully and firmly, from the center outwards, all around with a soft cloth. Then they go under a pile of public documents for a day or two, till they are perfectly dry, and then are stored in piles, alphabetically by artists or subject, in a case of drawers that happens to be our only place for keeping. We do not accession them, but we make

a small card catalog which does for both shelf-list and finding-list; and soon we hope to have cardboard portfolios in which to send them out in circulation; but so far we have had to be content with manila envelopes, and just doing them up humbly in strong paper.

**What we Mount.** Not everything that just merely looks pretty, but things that have a reason for being. The minute one begins to save pictures he is embarrassed by the necessity of selection. They come from everywhere; advertising sheets, specimen pages of books, railroad circulars, magazines which the owners are glad to get rid of, publishers' catalogs,—everywhere. We save, 1st, all copies of paintings or other works of art, knowing that sooner or later somebody will be studying the artist and be glad to get that copy.

2d. All portraits of authors or famous people.

3d. Everything which illustrates travel.

4th. One specimen each of the work of the different book illustrators.

5th. Anything which illustrates a given subject. For example, a colored full-page print in a catalog which the mail has just brought in gives a fac-simile page from a rare, expensive, inaccessible work, block printed. This we shall keep under the subject of printing.

**Who Use the Pictures.** First and most, the study clubs. These clubs multiply so rapidly and take up such a wide range of subjects for papers that a librarian is kept pretty busy who tries to see that each individual has enough material for her topic. Members of these study clubs bring their programs to us at the beginning of the season and later come for pictures as confidently as for biographical material.

Then the art teachers and students call for them, finding suggestions for design and copy for adaptation.

And the teachers have special preparation made for them. For use with their pupils there are different sets, the Washington set, the Lincoln set, the Longfellow set, the portrait and the homes making four or five pictures in each set,—and twenty copies of each picture in the set, so that each child in the class may hold a copy as they talk about it.

And the children themselves. They love the pictures and would use them to pieces in no time if allowed to do so. It is hardly possible to over-estimate the value of the work that might be accomplished directly with the children themselves, had we time to do all that we see the way to do.

And indeed the question of time is a serious one, for, of course, all this picture work is done not in place of, but in addition to, the regular work. Our practice is to do something once a week. On Thursday,—we chose that day because it is rather a light one at the desk,—some one of us does something in the picture line. If it happens to be rainy, there is time to mount quite a number. But sometimes we do only a little bit, and that only by pushing something else aside. Still by dint of keeping things ready, this persistent effort, well-directed, enables us to keep a little ahead of the demands that we know are coming.

**What we Have.** From pictures that cost nothing to pictures that cost but a cent apiece was an easy step, and so we bought sets of the inexpensive prints. There has been a tendency on the part of some people to disparage the value of these cheap reproductions, and one clever writer in a recent magazine humorously set forth his fitness for a certain position "because he could recognize the masterpieces of art, even when disguised as penny pictures." This is amusing, but it is really fair to say that these cheap pictures do most excellent service, and used intelligently, assist both the memory and the imagination. We have the Perry and the Brown pictures at a cent apiece, the Cosmos at two cents; extra sizes of all three at four, five and six cents; the Prang platinettes, really fine reproductions, at five cents; and we buy photographs, and what are called colored photographs but are really lithographs, at prices from ten to fifty cents each, according to the size.

It is too early yet in the history of picture study to predict its permanent place in library work; but though it is still in an experimental condition, it has gone on far enough to be measured by successive stages of its own progress; and we have certainly found that for the time and thought and money used, no similar expenditure has brought a larger return of satisfaction to our best class of library users.

Mounting board of good quality costs from 4 to 10c a sheet (22x28 inches). The large sheets should be of heavy stock, 6 ply or 8 ply. For small pictures use lighter weight bristol (4 ply). Something flexible which will not break or tear easily is best.

Samples and prices of mounting boards may be had from local dealers or from one of the following firms: Standard Paper Co., Milwaukee; Graham Paper Co., St. Louis; Moser-Burgess Paper Co., Chicago; Bradner, Smith & Co., Chicago; Byron and Willard, Minneapolis; St. Paul Book and Stationery Co., St. Paul.

### **The Library and the Woman's Club.**

Many libraries owe their existence to the persistent work of women's clubs, and usually after its organization the clubs keep up an active interest in the library. They are among its best patrons and its most faithful friends. There are many ways in which the clubs can assist the library. In the smaller towns, where it is impossible to have a paid librarian, the club women may keep the library going by giving their services on certain days. When this is not necessary, they may assist the librarian in various ways, in bulletin and picture work, and in busy times when there is extra work to be done. Many clubs donate their books to the library, when they are through with them, and sometimes constitute themselves a sort of auxiliary board, raising money to help out the small income of the library and standing ready to render practical help when there is opportunity, as well as giving the library their cordial support at all times. The library should in turn study their needs, and should be willing as far as means will allow to buy the books which they especially require.

The librarian should keep in touch with all clubs or associations that are endeavoring to carry out a course of study, and be ready to turn to all the material which the library yields on their topics: magazine articles, a good chapter here and there as well as entire books. She should anticipate their wants by knowing just what program they are carrying out and the dates. This interest in the study clubs reacts upon the library for good. It helps to build up the library along its more serious lines, it increases the ability of the librarian to do reference work, and it increases the interest and enthusiasm of the best class of people, who are able in turn to make the library a still greater power for usefulness.

If the town is so unfortunate as to have no study clubs, then the library, which usually means the librarian or some enthusiastic board member, might suggest by bulletins or newspaper notes some courses of reading which could be supplied by the library. It is probable that some circle would sooner or later form around these courses. It would be just as legitimate for the library to form study clubs, by suggesting helpful lines of study, as for study clubs to organize libraries to help them carry out their course of study. In any case the library should be the inspiration and servant of all aspiring students.

### Country Circulation.

In the states of the Middle West more than one-half of the people live upon farms or in unincorporated places. It is evident that communities of farmers cannot maintain public libraries, with the frequent accessions of fresh books which are necessary to keep up popular interest. Such communities must rely upon neighboring cities and villages for public library privileges. More than this, they must rely upon librarians and library boards to educate them to the need and value of public libraries and to show them how to secure such privileges. Many libraries allow non-residents to draw books upon the payment of an annual fee. This fee is often one or two dollars which is too much compared with the cost of the service. As a matter of fact, in the case of the children who most need library privileges, even a small fee is prohibitory.

The best solution of the whole problem is to allow the officers of townships to make contracts with library boards through which the constituents of the former may have full privileges in the library. The laws of some states authorize such contracts, and public sentiment should be educated to demand such laws in all states. When the law does not allow this, librarians should take every opportunity to enlarge the circulation among the farmers. Merchants will readily understand that a liberal policy in this line draws trade. They may lead a movement to make the library free to certain non-residents for a year for a small sum, given by one or more persons. When the country people have once used a good library they will do their share to hold such privileges. If an individual fee is charged, it should not exceed fifty cents a year. The energetic librarian who appreciates the importance of a country circulation will find methods of extending it.

### Traveling Libraries.

Traveling libraries are small collections of books designed especially for the use of farming communities and small villages which cannot support a local public library. They are also of great service to small public libraries which cannot have frequent accessions of new books. Traveling libraries serve as an incentive to the establishment of libraries in small villages and towns. Interest is awakened, the demand for books cannot be supplied, and the traveling library becomes the nucleus around which the permanent library is formed. Many towns are encouraged to organize libraries, knowing that they may depend upon the traveling library to furnish fresh books at stated intervals. Wisconsin, Iowa and Minnesota all have systems of traveling libraries.

**Wisconsin.** The first traveling libraries in Wisconsin were bought and sent out by Hon. J. H. Stout of Menomonie. In May, 1896, he set 16 at work in Dunn Co., but soon increased the number to 37. J. D. Witter, of Grand Rapids, has 32 in Wood county, W. H. Bradley, of Tomahawk, has a few in the northern part of Lincoln county, and E. D. Smith sends 15 to country districts in Winnebago and Calumet counties near Menasha, his home town. The Wisconsin Free Library Commission has also quite a number which friends have given it. Twelve of these were given by Jos. Dessert, of Mosinee, 8 by J. D. Witter, 6 by J. H. Stout, 3 by J. M. and T. J. Pereles, 2 by Levi Withee, and 1 each by 11 individuals and societies.

Those given by Messrs. Witter, Stout, Withee, J. M. and T. J. Pereles and Geo. Des Forges are sent to villages of less than 1,500 inhabitants which establish and maintain free public libraries. Each of these village traveling libraries contains fifty volumes. It remains in a village library for six months, when it is returned to Madison and replaced by another.

The Commission is now encouraging towns to give to the Commission \$50 for equipping a traveling library and thereby become a permanent traveling library station, receiving a library every six months. This plan has met with much favor, and a number of towns have adopted the suggestion. The legislature of 1901 passed a law relating to a system of county traveling libraries, by which any county may appropriate the first year not to exceed \$500, and thereafter annually not to exceed \$200 for traveling libraries. These libraries are to be under the charge of a board of libraries consisting of five members, who may appoint a supervising librarian. This plan has already been put into operation in Winnebago County with great success.

Through the generosity of some German citizens the Commission has been able to experiment with traveling libraries of German books, each containing 35 volumes, and costing, with its shipping box, \$35. The result was so successful that many public libraries have subscribed this amount in consideration of being made stations for five or six years. Most libraries cannot afford to divert much money from the book fund

for foreign books. The economy of this arrangement is evident. By investment in 35 books, the library obtains the use of ten or twelve times the number.

**Iowa.** The Traveling Library of the State of Iowa is now under the direction of the Iowa Library Commission. It was established in 1897 and operated by the State Library, its purposes being to place good books within the reach of every citizen. The books are made up in miscellaneous collections of fifty volumes each and provided with a simple loan system. These books are loaned to clubs, societies, local libraries, schools or other organizations, or to groups of individuals upon signing and filing an agreement to be obtained of the Iowa Library Commission at Des Moines.

Books are also supplied from the general loan bearing upon special lines of study and research, where the importance of the subject and frequency of the demand seems to justify their purchase. These are loaned to organizations and individuals on the same conditions as the miscellaneous collections. The books may be retained for three months and then exchanged for others, the only expense being for cost of transportation from Des Moines and return.

**Minnesota.** The system of traveling libraries in Minnesota was established by the legislature in 1899, and was put into operation in January, 1900. The libraries are loaned to any village, town or community upon application of at least ten resident tax-payers, or to any public library upon application by the board of trustees. A fee of \$1.00 for a library of 50 v. and 50c for a library of 25 v. is charged for each library to cover cost of transportation. The libraries are loaned for six months, but can be exchanged oftener if desired.

Write to the Commission of each state for full particulars and application blanks, or for any further information.

## **LIBRARIANSHIP.**

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### **Library Training.**

A collection of books purchased and placed on the shelves does not alone constitute a library in the modern sense of that word. It is now generally conceded that the free library is a part of the great American educational system, hence those who have charge of it should be educators, and the best and widest use of the books in the library is the test of its efficiency. More and more it has come to pass that as is the librarian, so, largely, is the library. The district library system which was inaugurated in about twenty states many years ago was a comparative failure because of lack of proper administration. The taxpayers' money will do its best work in those libraries where there is intelligent administration by those who have been trained for their work. The work of the librarian is coming to be regarded as a distinct profession, and the training for this field of educational work is regarded as just as necessary as the preliminary training for the public school teacher. The ideal librarian, however, should not only be equipped in technical details, but filled with the broader knowledge of men and books which leads to that personal enrichment called culture.

There are in this country four library schools that train young men and women of ability and education for library work, three of them giving a two years' course and one a one year's course. Beside these, the necessary conditions of library work in smaller libraries have led to the establishment of summer library schools and training classes for those who are unable to attend the regular library schools. In these schools only simple methods and elementary work are possible, the aim being to give the students a conception of library work as a whole, and an acquaintance with modern methods within a short period of six or eight weeks. Such library schools are conducted by the State Library Commissions of Wisconsin, Iowa and Minnesota, in connection with the State Universities. Admission requirements are practical experience, a definite library position and a High School education or its equivalent. In some of the larger libraries apprentice classes are conducted in order to teach the young assistants the most simple methods of the daily routine. More and more library trustees are coming to realize that to expend public funds in the employment of an inefficient librarian is not just to either the taxpayer or the library.

The following is a list of the library schools giving full courses: N. Y. State Library School, Albany, N. Y.; Pratt Institute Library School, Brooklyn, N. Y.; Illinois State Library School, Champaign, Ill; Drexel Institute Library School, Philadelphia, Pa. Announcements may be obtained of the Library Commissions.

### Library Literature.

Library literature which will be of value to the trustees or librarian of the small library is very meagre. It will be well, however, to get the few books noted, and to read the general works carefully before making decisions in regard to the policy of the library and before buying furniture and supplies. It will be impossible to follow all the advice, as conflicting opinions are given even in the few books in the list. They will serve, however, to open the minds and eyes of trustees, and to emphasize the necessity of having a competent person make the decision.

The files of library periodicals contain the most valuable material. The library board should subscribe to one of these for the benefit of librarian and trustees.

#### GENERAL WORKS.

Dana, J. C. Library primer.....Library Bureau \$1.00

Contents: The beginnings—Library law; Preliminary work; What does a public library do for a community?; General policy of the library; Trustees; The librarian; The trained librarian; Rooms, building, fixtures, furniture; Things needed in beginning work; The Library Bureau; Selecting books; Reference books for a small library; Reference work; Reading room; List of periodicals; Buying books; Ink and handwriting; Care of books; Accessioning; Classifying; Decimal classification; Expansive classification; Author numbers or book marks; Shelf list; Cataloging; Preparing books for the shelf; Binding and mending; Pamphlets; Public documents; Checking the library; Lists, bulletins and printed catalogs; Charging systems; Meeting the public; The public library for the public; Advice to a librarian; The librarian as a host; Making friends for the library; Public libraries and recreation; Books as useful tools; Village library successfully managed; Rules for the public; Rules for trustees and employes; Reports; Library legislation; A. L. A. and other library associations; Library schools and classes; Library department of N. E. A.; Young people and the schools; How can the library assist the school?; Children's room; Schoolroom libraries; Children's home libraries; Literary clubs and libraries; Museums, lectures, etc.; Rules for the care of photographs.

Plummer, Mary W. Hints to small libraries.....Lane, *net* \$5.00

Contents: Receiving and entering books; Book numbers and cataloging; Shelf list and inventory; Mechanical preparation of books for shelves; Binding; Relations with the public; Charging system; Reading room and reference work; Selecting and ordering books; Rooms and fixtures; Library tools.

U. S. Education Bureau. Papers prepared for the World's Library Congress, 1893. No charge.

Practical papers covering the whole field of library economy.

#### TECHNICAL WORKS.

American Library Association. List of subject headings for use in dictionary catalogs.....Library Bureau \$2.00

Crawford. Cataloging.....Library Bureau, *net* .15

Cutter. Rules for a dictionary catalog. U. S. Bureau of Education. No charge.

———Decimal author table.....Library Bureau \$1.25

A scheme for giving to each work its own exclusive book number, so contrived that the books stand on the shelves alphabeted by authors under each subject.

Dewey. Abridged decimal classification.....	Library Bureau	\$1.50
———Simplified library school rules.....	Library Bureau	1.25
U. S. Education Bureau, Catalog of A. L. A. Library, 5,000 volumes for a popular library. No charge.		

Useful for classification rather than selection of books.

#### PERIODICALS.

Library journal (monthly).....	Per year	\$5.00
Public libraries (10 months a year).....	Per year	1.00

### Library Commissions.

For statement in regard to each Commission, see cover, p. 2.

The first State Library Commission was organized in Massachusetts in 1890, for the purpose of promoting the establishment and efficiency of free public libraries. The value of having some sort of a state board to advance the library interests of the state has been steadily shown by the excellent results accomplished, and Library Commissions have now been created in twenty-one states.

Although the Commissions in various parts of the country differ materially in their methods and organization, owing to variety of local conditions and needs, they all have as a common aim the spread of the free library movement as a department of public education and making good books accessible to all communities. The most important work of a Library Commission is the establishment of free public libraries under existing state laws. This is done in some of the older states by means of direct state aid, but in the western states more often by arousing interest and encouraging the towns to go to work for themselves. The Commissions further assist in the organization and administration of libraries, giving advice as to selection of books, cataloging, and other details of library management, including also the training of librarians in technical knowledge, either in a training school for librarians, or by visits to the library itself. They seek in every possible way to give encouragement and help, and to increase the efficiency of public libraries. Through systems of traveling libraries the Commissions also endeavor to reach the farming communities and small villages which cannot afford to maintain a public library, with frequent accessions of books, and small and struggling libraries have often been given a new lease of life through the frequent additions of the fresh books furnished by the traveling library.

The Commissions of some of the western states, whose problems and methods of work are similar, have now formed a league, and will co-operate in the publication of book-lists, quarterly bulletins and a handbook. This will avoid duplication of effort and save expense. Idaho, Iowa, Nebraska, Wisconsin and Minnesota are members of the league.

### Library Associations.

**The American Library Association.** The American Library Association was organized in Philadelphia in 1876. Its purposes are "the formation of library interests, the interchange of experiences and opinion, the obtaining of larger results from library labor and expenditure, and the advancement of the profession of librarianship. The Association also aims: (1) By organization and force of numbers to effect needed reforms and improvements, most of which could not be brought about by individual effort; (2) By coöperation, to lessen labor and expense of library administration; (3) By discussion and comparison, to utilize the combined experiments and experience of the profession in perfecting plans and methods and in solving difficulties; (4) By meetings and correspondence, to promote acquaintance and *esprit de corps*."

In addition to benefits derived from the formal proceedings and the papers presented at the various sessions, those in attendance find a direct, practical value in the informal discussions and individual conferences made possible by the intervals between sessions. Similar opportunities are given by the necessity for traveling together to and from places of meeting and at the various social occasions connected with the conferences.

The Association has a membership of over one thousand, and the place of its annual meeting is purposely varied to reach different sections of the country. Every effort should be made by librarians to attend this gathering. The annual fee is two dollars, payable to the treasurer, Gardner M. Jones, Public Library, Salem, Mass. This fee entitles members to a printed copy of the proceedings of the Association, which are from year to year a veritable compendium of library progress.

**State Associations.** The State Associations are in a measure the outgrowth of the A. L. A.; and each aims to do for its own state what the A. L. A. does for the entire country. It is an impossibility for the majority of librarians in small towns to attend the meetings of the A. L. A., and it is all the more important that they should attend the state meetings. These meetings are of the greatest value both to trustees and librarians. Library boards should always send their librarian, and pay her expenses, and the trustees themselves should attend as far as possible.

Information as to the officers and meetings of the state association can be obtained at any time from the secretary of the Commission.

**Local Associations.** It is often wise to hold occasional meetings of people interested in library work in different parts of the state for the people who find it difficult to attend the larger gatherings. In this way the needs of special localities may receive consideration. Where the local library staff is large, a "round table" sometimes is organized for mutual helpfulness and inspiration.

## LIBRARY SUPPLIES.

## Supplies for a 1,000 Volume Library.

Given in the order of items in *Records and processes*.

For prices see supply catalogs noted at end of list.

For forms see illustrations under *Blanks and forms*.

Quantity is noted in parentheses after each item. It is economy to order a large supply of forms printed to order.

All cards, except shelf cards, must be exactly the same size as the catalog card.

The Commission will furnish samples upon application.

Items marked with a plus sign may be ordered through local dealer.

**Order Routine—**

- +Slips size and shape of catalog cards. May have a printed form or write necessary items on blank cards.

**Mechanical Preparation—**

- +Flat bone or ivory paper knife. 25-50c.
- Embossing stamp or ink stamp for mark of ownership. \$2.50-\$4.50.
- Dennison gummed labels, plain white. (2,000.)  
No. A 44, a round label, is suggested. 20c per 1,000.
- +Film or leather label marker. (2) No charge.
- +Strong ammonia. 5c.
- +Higgins American India Ink. (1 bottle.) 25c.
- +White shellac varnish. 10c.
- +Camel's hair brushes for ammonia, shellac ( $\frac{1}{4}$  inch) and for paste ( $\frac{1}{2}$  inch.)
- +Paste. The following receipt is for a library paste, easily made and very satisfactory:

One tablespoonful of alum,  
One quart of water,  
One-half pint of flour.

Mix the flour with a small quantity of water, and stir into a cream. Dissolve the alum in the water and bring to a boil; stir in the cream, and cook for twenty minutes. Stir while cooking, strain, and add twenty drops of oil of cloves.

**Accession Record—**

2,000-line condensed accession book. \$3.00

or

Strongly bound blank book ruled. (See sample on page 38.)

**Withdrawal Record—**

Withdrawal book. (Wisconsin Free Library Commission. 75c.)

or

Blank book. (See note on page 38.)

**Classification—**

Dewey decimal classification. Abridged. Paper, \$1.00. Cloth, \$1.50.

Cutter's decimal author table. \$1.25.

**Shelf List—**

Shelf cards of standard size. (2,000), \$1.25-\$1.60 per 1,000.

Punched and ruled like catalog cards; specify typewriter ruling if machine is to be used. If ordering from Library Bureau, get 32L cards, from Democrat Printing Co., standard shelf card.

Buff bristol guide cards in 3rds for shelf cards. (100), 40-50c per 100.  
+Tray for shelf list.

The shelf list may be kept in unused drawers of the catalog case, in the boxes in which cards are shipped, or in a wooden tray made by local carpenter. Cards must be securely locked into the tray.

**Card Catalog—**

Catalog cards of standard size. (4,000), \$1.75-\$2.25 per 1,000.

Specify typewriter ruling if desired. Quality must be of the best. If ordering from the Library Bureau, order 33L cards, from the Democrat Printing Co., standard catalog card No. 3. Most dealers allow liberal discount for quantities of 5,000 and upwards.

4 tray catalog case. \$8.00.

Buff bristol guide cards. (200), 50-60c per 100.

Library school rules. Simplified ed., paper, \$1.00; cloth, \$1.25.

List of subject headings. \$2.00.

May be omitted until subject cards are made.

**Loan System—**

Book pockets. (2,000), \$2.25-\$4.00 per 1,000.

Printed with rules for borrowers and name of library.

Charging or book cards of manilla, ruled. (2,000), 75c-\$1.50 per 1,000.

Borrowers' cards of yellow board. (Quantity determined by size of town), \$1.50-\$2.50 per 1,000.

Borrowers' special privilege non-fiction cards, of pink board.

Borrowers' application blank, manilla, printed to order, \$1.75-\$2.50 per 1,000.

+Registration book (well-bound blank book). 25-50c.

Charging tray. (2), 35-50c each.

Date guides (1-31) in buff bristol (1 set), 25c.

Rubber library dates (1 set),

Pencil dater,

Ink stamp pad.

} 65-80c for outfit.

+Fine slips, for fine record in library. (500), 10c.

Plain slips 3x4 inches.

+7 day slips.

Statistics sheets. (6), 5c each.

(Supplied by some Commissions without charge.)

**Shelves—**

+Book supports, tin. (50)

+Shelf label holders, tin. (50)

+Printed case labels for each large class.

**Binding—**

Printed binding slips. 10c per 100.

**Stationery and Desk Supplies—**

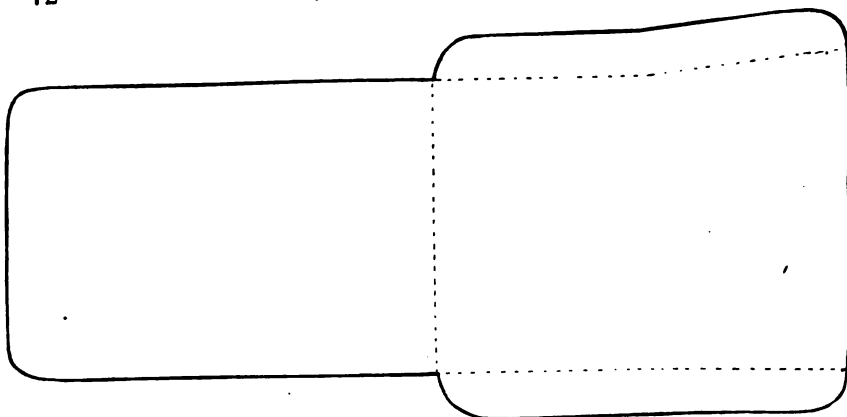
- +Carter's "Koal black" ink.
- +Carter's red ink.
- +Full cork penholders. (2)
- +Half cork penholders. (3)
- +King's No. 9 pen, or any good long stub.
- +Covered glass ink well with opening wide enough to admit cork penholder.
- +Desk blotters. No charge.
- +Hand blotters. No charge.
- +Hard pencils. (2)
- +Medium pencils. (6)
- +Best knife edge steel eraser. 50c.
- +Rubber eraser.
- +Shears.
- Mending cloths, hemmed, 18 inches square. (6)

**Blanks and Forms.**

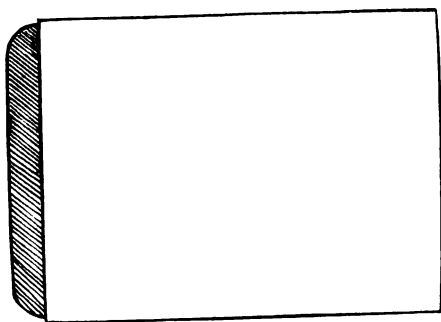
All but the shelf list card should be of standard size,  $7\frac{1}{2} \times 12\frac{1}{2}$  cm., about 3x5 inches. Shelf card is  $5 \times 12\frac{1}{2}$  cm.

Library No.	Author's surname, followed by given names or initials
Order No.	<b>WRITE LEGIBLY</b>
Ordered	Title
Of	
Received	Edition      Place      Publisher
Cost	Year      No. of vols.      Size      Total price      NOT in great haste
Charged to	NOT in haste
Approved	I recommend the above for the library. Notice of receipt is NOT asked
Not now ordered	Signature
Not in library	Address
	Fill above fully as possible. Cross out NOT, if notice is wanted, if in great need or special haste. Put a ? before items of which you are not sure. Give reasons for recommending <b>ON THE BACK.</b>

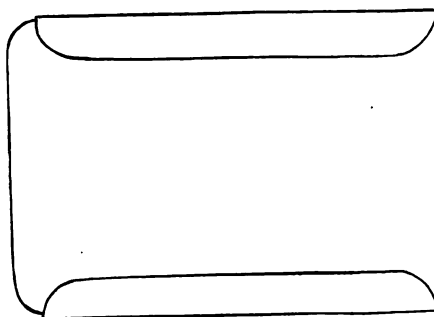
ORDER SLIP.



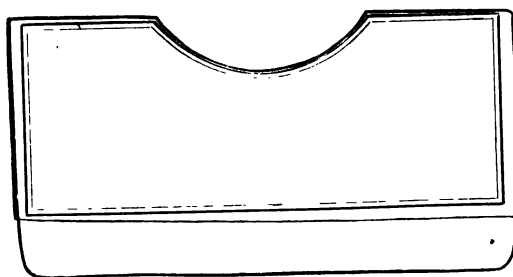
BOOK POCKET.



SAME FOLDED.



SAME REVERSE.



ACME POCKET.

**SPECIAL PRIVILEGE NON-FICTION CARD.**

*No*.....

Is entitled to draw books from the  
**Columbus Free Public Library,**  
and is responsible for all books taken  
on this card which

**Expires .....**[illegible]

*No*.....

Is entitled to draw books from the  
**Columbus Free Public Library,**  
and is responsible for all books taken  
on this card which

**Expires**.....[illegible]

**Borrower's Cards. Full ruling on both sides. .**

*No.*.....

[illegible]

### Borrower's Card Reverse.

[illegible]

Book or Charging Card.

APPLICATION FOR THE USE OF THE		Series .....
<b>Columbus Free Public Library,</b>		No .....
<i>Columbus, Wis.,</i>	190.....	Date .....
<p>I, the undersigned, living in the city of Columbus, hereby apply for the privilege of borrowing books from the Columbus Free Public Library.</p> <p>I will take good care of the books I draw, to pay promptly all fines and damages charged against me, and to obey the rules of the library.</p>		
NAME .....		
AGE .....	O	<p>Read this pledge carefully before signing. Fill out with ink.</p> <p style="text-align: right;">(SEE OTHER SIDE.)</p>
(If a minor.)		

BORROWER'S APPLICATION BLANK.

<b>GUARANTOR'S PLEDGE.</b>	
O	
Minors must obtain signature of Parent or Guardian.	
<p>I, the undersigned, a resident of the city of Columbus, desire that</p> <p>..... should have</p> <p style="text-align: center;">(FILL IN NAME OF APPLICANT.)</p> <p>the use of the library and promise to be responsible for { his } good conduct in</p> <p style="text-align: center;">her</p> <p>the building and to make good any charges against { him } for loss, injury or over-</p> <p style="text-align: center;">her</p> <p>detention of books.</p> <p style="text-align: center;">NAME .....</p> <p>You are cordially invited to visit the library.</p> <p style="text-align: right;">(SEE OTHER SIDE.)</p>	

SAME, REVERSE.

<b>7 DAY BOOK.</b>
Not to be renewed or transferred.

<b>Bd. No.</b> .....	<b>Author's surname.</b>	<b>Lettering for back.</b>
<b>Acc. No.</b> .....		
<b>Size</b> .....		
<b>Price</b> .....		
<b>Style</b> ..... (Underscore or outline proper word.)	<b>Title.</b>	
<i>Color:</i> Light brown, dark brown, black, blue, red, maroon, green.	<b>Series (if important).</b>	
<i>Back and corners:</i> Morocco, roan, buffing, buckram, cloth, art velum.		
<i>Sides:</i> Paper, cloth.		
<i>Directions:</i>		
Bind contents of magazines in front and indexes in back unless paged to go elsewhere. Insert stubs for missing pages. Return this slip with bound volume.	<b>Volume.</b>	
	<b>Name of library.</b>	

BINDING SLIP, 10C. PER 100.

**Addresses of Library Supply Houses.**

Library Bureau, 215 Madison St., Chicago. All library supplies.  
 Democrat Printing Co., Madison, Wis. All library supplies.  
 Leslie Paper Co., Minneapolis, Minn. Acme pockets.  
 Fred Macey Co., Grand Rapids, Mich. Catalog cases and cards.  
 The Globe-Wernicke Co., 226 Wabash Ave., Chicago, Ill. Catalog cases and cards.  
 Heinn Specialty Co., 133-135 Michigan St., Milwaukee, Wis. Temporary binders for weekly papers.  
 Wm. G. Johnston & Co., Pittsburgh, Pa. Spring back binders.  
 The Dennison Manufacturing Co., 90 Wabash Ave., Chicago, Ill. Labels, pins, card holders and mending materials.

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## MINNESOTA LIBRARY LAWS.

*How established.*—Minnesota Statutes of 1894. Sec. 1425 as amended by Chap. 48 of the laws of 1899. That the city council of any incorporated city, or village council of any incorporated village, shall have power to establish and maintain a public library and reading room, or either of them, for the use and benefit of the inhabitants of such city or village, and, by ordinance, to set apart for the use and benefit of such library, real estate or other property belonging to the municipality, and may levy a tax not exceeding one mill on the dollar annually, and in cities of over thirty thousand (30,000) inhabitants not to exceed one-half of one mill on the dollar annually, on all the taxable property in the city; such tax to be levied and collected in like manner with other general taxes of said city or village, and to be known as "Library fund." And the board of directors in this chapter provided for, shall have power, in their discretion, to admit to the benefit of such library, persons not residing within the corporate limits of the city or village, and they shall execute a contract, in writing, in the form of a bond, to the village or city council, to be approved by the board of directors, conditioned to make good all damages or loss of books issued to them, with sufficient sureties, and covenanting that the person so receiving the benefits of the library shall at all times conform to all the laws, rules and regulations governing the said library. And such non-resident patrons shall pay for such privileges, such sums and at such times as may be by the directors prescribed, into the village treasury, for the use of said library. Upon petition of fifty free-holding citizens in any such city or village, the council of any such city or village shall submit the question of the establishment of such public library or reading room to the legal voters of such city or village, at the next annual election held therein, and if a two-thirds majority of the votes cast on such question, at such election, are in favor of the establishment of such public library or reading room, then the council of such city or village shall establish the same and shall annually thereafter levy for the maintenance of such public library or reading room the tax recommended by the said petitioners, not to exceed, however, the rate hereinbefore provided. Whenever any council has heretofore established a library, and by ordinance, set apart property for its use and benefit, its action is hereby confirmed.

*Directors, Election; Vacancies; Organization and Duties.*—Section 1426, as amended by Chap. 272 of the laws of 1901. When any city or village council shall have been thus authorized to establish and maintain a public library and reading room or either of them under this act, written notice shall be posted in three of the most public places in said city or village, signed by the city clerk or village recorder of said city or village, requesting the qualified voters of the city or village, . . . . . to assemble on the third Saturday in July next following the passage of this bill; and in cases where such authority is hereafter given, requesting the qualified voters of any city or village, . . . . . to assemble on the third Saturday in July next following the election and at some suitable place in said city or village, to be named in said notices, then and there to vote by ballot for nine directors for said library and reading room or either of them, which notices shall be posted at least ten days prior to said meeting, and the failure of said clerk to post said notices shall be a misdemeanor.

Section 1428. In case of vacancy, the said board shall have power to fill the same by appointment until the next annual election hereinbefore provided for, when the electors of said city or village may choose, by ballot, a suitable person to fill the remainder of such term, and no director

shall receive compensation as such, Provided, the clerk of said board shall give notice of such vacancy as required in other cases.

Sec. 1429. Said directors shall, immediately after each election, meet and organize by the election of one of their number president, and by the election of such other officers as they may deem necessary. They shall make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library and reading room, or either of them, as may be expedient, not inconsistent with this act. They shall have the exclusive control of the expenditure of all moneys collected and placed to the credit of the library fund, and of the construction of any library building and of the supervision, care, and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose; provided that all moneys received for such library shall be deposited in the treasury of said city or village to the credit of the library fund, and shall be kept separate and apart from other money of said city or village, and shall be paid out only upon the properly authenticated voucher of the library board. Said board shall have power to lease and provide appropriate rooms for the use of said library, shall have power to appoint a suitable librarian and necessary assistant, and fix their compensation, and shall also have power to remove such appointees; and shall in general carry out the spirit and intent of this act. Said board shall have power, when approved by such city or village council, to purchase grounds and erect thereon a suitable building for the use of said library.

Section 5 of chapter 272, as amended by the laws of 1902. The provisions of this act shall not apply to cities having a population of not less than 20,000, and all provisions of law with reference to cities of not less than 20,000 population shall be and remain the same as if this act had not been passed.

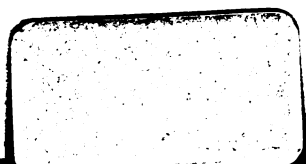
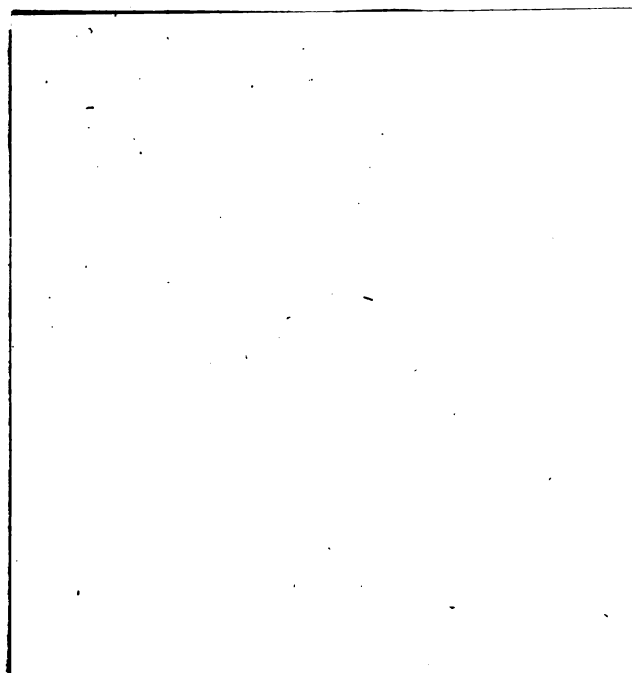
*Transfer of libraries to directors.* Sec. 1433. Any library already existing or hereafter established in any city or village, which shall establish a free library and reading room, or either of them, under the provisions of this act, may be transferred by the society, association or individuals owning the same to the board of directors created under this act, on such terms, not inconsistent with the objects of this act, as may be mutually agreed upon; and as to such property the said board of directors shall be held and considered to be special trustees; provided also, that any incorporated city may establish one or more reading rooms to accommodate the inhabitants thereof, in different parts of said city, under the provisions of this act.

*Malicious injury to books.* Sec. 6787, being Sec. 487 of Penal code. A person who maliciously cuts, tears, defaces, or destroys, . . . . . a book, map, chart, picture, . . . . . or other work of literature or object of art, or curiosity deposited in a public library, . . . . . is punishable by imprisonment in the state prison for not more than three years, or in a county jail for not more than one year, or by a fine of not more than \$500, or by both such fine and imprisonment.

*Women may vote on library questions.* At the general election of 1898 the following amendment to the constitution of the state of Minnesota was voted upon and adopted.

Section 8, Art. 7. Women may vote for school officers and members of library boards, and shall be eligible to hold any office pertaining to the management of schools or libraries.

Any woman of the age of twenty-one (21) years and upward and possessing the qualifications requisite to a male voter, may vote at any election held for the purpose of choosing any officers of schools or any members of library boards, or upon any measure relating to schools or libraries, and shall be eligible to hold any office pertaining to the management of schools and libraries.



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Hand book of library organization /

Widener Library

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